



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-01

The information below is in response to questions posed at our department's hearing on October 23rd to discuss the proposed 2018 budget.

Alderman Dowell and Alderman Arena asked if it was possible to create a distinction between landlines and wireless lines for the proposed 911 surcharge increase included in the 2018 Budget Recommendations. It is our understanding, based on conversations with the Law Department, that current state law does not allow for different monthly rates to be imposed on landlines and wireless lines.

As always, please let me know if you have any further questions.



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CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-02

The information below is in response to questions posed at our department's hearing on October 23rd to discuss the proposed 2018 budget.

Alderman Arena asked for an estimate of the loss of projected revenue for FY 2018 if landlines were exempt from the proposed increase of \$1.10 per month per line. We estimate that such an exemption would reduce the 911 surcharge revenue by approximately \$10 million in FY 2018.

As always, please let me know if you have any further questions.



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Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-03

The attached information is in response to questions posed at our department's hearing on October 23rd to discuss the proposed 2018 budget.

Several aldermen asked for a list of TIF surplus by district and TIF projection reports for the TIF districts in their respective wards. The table on the next page lists the total amount of surplus by TIF proposed to be returned to the taxing districts in 2018.

A complete set of TIF projections can be found at the following address:
https://www.cityofchicago.org/content/dam/city/depts/obm/supp_info/TIF/TIF_District_Programming_2017-2021_October2017.pdf

In addition, OBM has provided in PDF a set of projection reports for each ward, which contains only the TIF districts overlapping that ward.

As always, please let me know if you have any further questions.

Proposed 2018 TIF Surplus

TIF District	Surplus Amount
111 th /Kedzie	\$ 52,400
119 th /Halsted	210,500
119 th /I-57	1,057,800
35 th /Halsted	6,275,200
35 th /State	60,000
35 th /Wallace	460,200
41 st /King	46,800
43 rd /Cottage Grove	612,200
47 th /King	3,308,300
47 th /State	2,847,400
49 th /St Lawrence	127,100
60 th /Western	13,700
67 th /Cicero	21,300
73 rd /University	33,000
79 th /Cicero	41,900
79 th /Southwest Hwy	2,172,800
79 th Street Corridor	72,800
Addison South	1,549,300
Archer Courts	174,700
Archer/Central	27,300
Belmont/Cicero	272,600
Bryn Mawr/Broadway	1,138,200
Calumet / Cermak	9,000,000
Canal / Congress	23,000,000
Central West	15,386,600
Chicago / Kingsbury	10,000,000
Cicero/Archer	55,200
Clark/Montrose	2,925,100
Clark/Ridge	772,400
Commercial Ave.	83,900
Diversey/Narragansett	619,500
Division/Homan	102,700

TIF District	Surplus Amount
Elston/Armstrong	\$ 32,500
Englewood Neighborhood	500,200
Goose Island	1,030,100
Greater SW Ind. Corr. East	76,100
Greater SW Ind. Corr. West	10,800
Homan/Arthington	52,100
Humboldt Park	1,127,300
Irving/Cicero	437,000
Jefferson Park	81,900
Jefferson/ Roosevelt	5,000,000
LaSalle Central	15,000,000
Lincoln/Belmont/Ashland	500,000
Michigan/Cermak	2,000,000
Montclare	24,300
Near North	5,805,100
North Branch North	1,739,500
North Branch South	1,685,000
North/Cicero	348,000
Peterson/Cicero	831,500
Peterson/Pulaski	1,559,200
Pilsen Ind. Corr.	6,830,200
Portage Park	164,700
Ravenswood Corridor	370,600
Read/Dunning	4,500,000
River West	20,000,000
Roosevelt/Cicero	636,800
South Chicago	229,500
Stockyards Annex	1,047,900
Stockyards Southeast Quadrant	1,236,900
West Irving Park	721,800
Western Ave. South	4,088,600
Western/Ogden	6,459,500
Grand Total	\$ 166,948,000



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CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-04

The attached information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Mitts asked for the line items and amounts that go towards violence prevention in the 2018 Budget, as well as a list of agencies funded by the City to provide violence prevention and the areas served by those programs. The information is attached for the Chicago Department of Public Health (CDPH) and the Department of Family and Support Services (DFSS).

As always, please let me know if you have any further questions.



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CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-04

The attached information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Mitts asked for the line items and amounts that go towards violence prevention in the 2018 Budget, as well as a list of agencies funded by the City to provide violence prevention and the areas served by those programs. The information is attached for the Chicago Department of Public Health (CDPH) and the Department of Family and Support Services (DFSS).

As always, please let me know if you have any further questions.

Dept.	Fund	Account	Program	Budget
DFSS	100	9259	One Summer Chicago Plus	\$2,629,393
DFSS	100	9204	Mayor's Mentoring Initiative; Strong Futures	\$7,000,000
DFSS	100	9254	Juvenile Intervention Support Centers (JISC); Bridges; Restoring Individuals through Supportive Environments (RISE); Thrive	\$3,000,000
DFSS	100	9260	Safe Passage; Behavioral Health Services; Mentoring	\$3,654,025
CDPH	100	0135 0140	Violence Prevention	\$1,776,112
CDPH	0J44	0135	Violence Prevention	\$856,000
CDPH	0X99	0005	Violence Prevention	\$147,360
TOTAL				\$19,062,890

DFSS Delegate Agencies (Note: ward data may reflect agency location, not all the areas served.)

Program Model	Delegate Agency	Ward
Mentoring	A Safe Haven Foundation	28
	Access Living of Metropolitan Chicago	2
	Big Brothers-Big Sisters of Metropolitan Chicago	42
	Cabrini Connections	27
	Chicago Child Care Society	5
	Chicago Youth Programs, Inc.	3
	Chicago-Lawndale Amachi Mentoring Program (LAMP)	24
	Family Matters, Inc.	49
	Heartland Human Care Services, Inc.	35
	Hyde Park Neighborhood Club	4
	Life Directions	7
	MetroSquash	20
	New Life Centers of Chicagoland, NFP	22
	Passages Alternative Living Programs, Inc.	3
	Penedo Charitable Organization	48
	Phalanx Family Services	34
	Spark Program, Inc.	32
	The Black Star Project	4



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	True To Life Foundation	8
	Youth Guidance	3
Strong Futures	The Catholic Bishop of Chicago - St. Sabina	17
Behavioral Health Services	Albany Park Community Center, Incorporated	33
	Catholic Charities of the Archdiocese of Chicago	16
	Center on Halsted	44
	Child Link Inc.	11
	Heartland Human Care Services, Inc.	11
	Hispanic American Professional Services NFP	31
	Metropolitan Family Services	9
	Polish American Association	45
	Presence Behavioral Health	1
	Primo Center for Women and Children	24
	RefugeeOne	46
	SGA Youth & Family Services, NFP	12
	The Salvation Army	6
	Universal Family Connection	19
	Youth Guidance	29
	Youth Outreach Services	29
Juvenile Intervention Support Center	SGA Youth & Family Services, NFP	12
Mayor Mentoring Initiative	A Knock at Midnight, NFP	6
	A Safe Haven Foundation	28
	Alliance for Community Peace	6
	Alternative Schools Network	8
	Alternatives Inc.	46
	B.U.I.L.D. Incorporated	29
	Better Boys Foundation dba BBF Family Services	24
	Big Brothers-Big Sisters of Metropolitan Chicago	42
	Black United Fund of Illinois, Inc.	34
	Breakthrough Urban Ministries, Inc.	28
	By the Hand Club for Kids	9

Catholic Charities of the Archdiocese of Chicago	42
Centers for New Horizons, Inc.	3
Central States SER, Jobs for Progress, Inc.	22
Chicago Child Care Society	5
Chicago Urban League	3
Chicago Youth Programs, Inc.	3
Chicago-Lawndale Amachi Mentoring Program (LAMP)	24
Children's Home & Aid Society of Illinois	15
CircEsteem Inc.	14
Circle Foundation	42
Circle Urban Ministries	29
Common Ground Foundation, Inc.	4
Communities in Schools of Chicago	15
Community Development Institute	6
DMI Information Processing Center	29
Erie Neighborhood House	22
Gary Comer Youth Center, Inc.	5
K.L.E.O. Community Family Life Center	20
Lawrence Hall	5
Le Penseur Youth & Family Services, Inc.	7
Life Directions	7
Marillac St. Vincent Family Services, Inc. dba St. Vincent de Paul Center	27
MetroSquash	20
Mikva Challenge Grant Foundation, Inc. dba Mikva Challenge	42
New Life Centers of Chicagoland, NFP	22
Options for Youth	22
Passages Alternative Living Programs, Inc.	3
Phalanx Family Services	34
Precious Blood Ministry of Reconciliation, NFP	20
Project Simeon 2000	21
SGA Youth & Family Services, NFP	14
Sinai Community Institute	28
South Shore Drill Team & Performing Arts Ensemble	6
Teamwork Englewood	16
The Black Star Project	4
The Puerto Rican Cultural Center	26
The Salvation Army	6
UCAN	24



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	Union League Boys and Girls Clubs	26
	Universal Family Connection	34
	Universidad Popular	22
	Westside Health Authority	37
	Young Men's Christian Association of Chicago	1
	Young Men's Educational Network	24
	Youth Advocate Program Inc.	8
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One Summer Chicago Plus	A Knock at Midnight, NFP	6
	A Safe Haven Foundation	28
	B.U.I.L.D. Incorporated	29
	Catholic Charities of the Archdiocese of Chicago	16
	Centers for New Horizons, Inc.	3
	Central States SER, Jobs for Progress, Inc.	22
	Changing Life Education Initiative	6
	Children's Home & Aid Society of Illinois	15
	Community Assistance Programs	34
	Dime Child Foundation	4
	K.L.E.O. Community Family Life Center	20
	Kingdom Community, Inc.	28
	Lawrence Hall	5
	Phalanx Family Services	34
	SGA Youth & Family Services, NFP	42
	Sinai Community Institute	28
	The Catholic Bishop of Chicago - St. Sabina	17
	UCAN	29
	Westside Health Authority	37
	Youth Advocate Program Inc.	8
Youth Guidance	3	
Youth Outreach Services	29	
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R.I.S.E.	B.U.I.L.D. Incorporated	29
	Better Boys Foundation dba BBF Family Services	24
	Central States SER, Jobs for Progress, Inc.	22
	Chicago Urban League	16

	Children's Home & Aid Society of Illinois	16
	Heartland Human Care Services, Inc.	6
	Lawndale Christian Legal Center	24
	Lawrence Hall	5
	New Life Centers of Chicagoland, NFP	22
	Phalanx Family Services	34
	SGA Youth & Family Services, NFP	14
	Sinai Community Institute	28
	The Catholic Bishop of Chicago - St. Sabina	17
	UCAN	24
	WestCare Illinois, Inc.	7
	Westside Health Authority	37
	Young Men's Christian Association of Chicago	25
	Youth Outreach Services	29
Bridges	B.U.I.L.D. Incorporated	29
	Chicago Child Care Society	5
	Metropolitan Family Services	9
	National Youth Advocate Program, Inc.	26
	SGA Youth & Family Services, NFP	14

CDPH Delegate Agencies

Delegate Agency	Wards Served
The John Marshall Law School	20
Maria Kaupas Center	17
Alternatives Inc.	4, 15
Asian Human Services	40, 15
Chicago Children's Advocacy Center	Citywide
Erie Neighborhood House	22
Taproots	28, 29
The Thresholds	Citywide
Human Resources Development Institute, Inc.	9
Metropolitan Family Services	4, 15
MHLI FBO The Kennedy Forum IL	TBD
Public Health Institute of Metropolitan Chicago	Citywide



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Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-05

The attached information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Mitts asked for the cost of the IT assessment that the Department of Innovation and Technology (DoIT) will be undertaking in 2018 and if the assessment will include the sister agencies.

In 2018, DoIT will begin an assessment of the City's information technology to identify risks as well as opportunities to reduce costs, and create a plan to prioritize efforts to modernize and align future technology investments to the City's strategic goals. The total cost of the assessment is not yet known but DoIT has budgeted \$600,000 to begin this assessment next year. The City's sister agencies will not be included in the initial phase of this assessment at this time.

As always, please let me know if you have any further questions.



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Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-06

The attached information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Sawyer asked for information on contract spending over the past 5 years by ethnicity.

Attached is a breakdown of payments on contracts awarded through the Department of Procurement Services for 2013 through 2016. There was a change in the manner of reporting between 2012 and 2013 from approved contracts to actual spending. As a result, the attached information does not include data from 2012 as it would not be an appropriate comparison.

In addition, LCGA has made available MBE/WBE reports from the past four years of budget hearings for each department.

As always, please let me know if you have any further questions.

Department of Procurement Services

MBE/WBE

CONTRACT PAYMENTS

	January - December 2016	January - December 2015	January - December 2014	January - December 2013
TOTAL PAYMENTS TO PRIMES	\$ 1,623,794,373	\$ 1,319,676,245	\$ 742,831,209	\$ 674,762,293
MBE/WBE Payments				
MBE	\$ 562,220,429 35%	\$ 416,649,310 32%	\$ 235,331,200 32%	\$195,286,094 29%
WBE	\$ 123,776,353 8%	\$ 91,515,551 7%	\$ 51,847,950 7%	\$53,505,022 8%
TOTAL	\$ 685,996,782 42%	\$ 508,164,861 39%	\$ 287,179,150 39%	\$248,791,116 37%
MBE/WBE Payments by Ethnicity				
African American	\$ 155,206,090 10%	\$ 131,074,634 10%	\$ 93,777,469 13%	\$69,807,908 10%
Hispanic	\$ 295,946,674 18%	\$ 203,826,003 15%	\$ 109,009,275 15%	\$89,111,240 13%
Asian	\$ 142,103,699 9%	\$ 104,026,349 8%	\$ 41,586,677 6%	\$43,903,873 7%
Women (Non-Minority)	\$ 92,740,319 6%	\$ 69,237,876 5%	\$ 42,805,729 6%	\$45,968,095 7%
TOTAL	\$ 685,996,782 42%	\$ 508,164,861 39%	\$ 287,179,150 39%	\$248,791,116 37%
Total Construction Payments	\$ 851,088,152	\$ 838,680,264	\$ 468,738,076	\$457,404,649
MBE	\$ 371,234,976 44%	\$ 267,888,931 32%	\$ 141,852,436 30%	\$139,241,477 30%
WBE	\$ 68,620,528 8%	\$ 54,797,614 7%	\$ 25,481,347 5%	\$37,227,297 8%
TOTAL	\$ 439,855,504 52%	\$ 322,686,545 39%	\$ 167,333,783 35%	\$176,468,774 38%
Construction Payments by Ethnicity				
African American	\$ 92,238,694 11%	\$ 79,602,891 9%	\$ 53,846,641 11%	\$47,933,332 10%
Hispanic	\$ 206,825,801 24%	\$ 144,085,222 17%	\$ 76,226,547 16%	\$64,966,938 14%
Asian	\$ 79,581,849 9%	\$ 58,424,105 7%	\$ 16,854,612 4%	\$29,043,359 6%
Women (Non-Minority)	\$ 61,209,160 7%	\$ 40,574,327 5%	\$ 20,405,983 4%	\$34,525,145 8%
TOTAL	\$ 439,855,504 52%	\$ 322,686,545 39%	\$ 167,333,783 35%	\$176,468,774 38%
Total Non-Construction Payments	\$ 772,706,221	\$ 480,995,982	\$ 274,093,134	\$217,357,644
MBE	\$ 190,985,453 25%	\$ 148,760,379 31%	\$ 93,478,765 34%	\$56,044,617 26%
WBE	\$ 55,155,825 7%	\$ 36,717,937 8%	\$ 26,366,603 10%	\$16,277,725 7%
TOTAL	\$ 246,141,278 32%	\$ 185,478,316 39%	\$ 119,845,368 44%	\$72,322,342 33%
Non-Construction Payments by Ethnicity				
African American	\$ 62,967,396 8%	\$ 51,471,742 11%	\$ 39,930,825 15%	\$21,874,574 10%
Hispanic	\$ 89,120,873 12%	\$ 59,740,780 12%	\$ 32,782,729 12%	\$24,144,301 11%
Asian	\$ 62,521,850 8%	\$ 45,602,245 9%	\$ 24,732,068 9%	\$14,860,514 7%
Women (Non-Minority)	\$ 31,531,159 4%	\$ 28,663,549 6%	\$ 22,399,746 8%	\$11,442,953 5%
TOTAL	\$ 246,141,278 32%	\$ 185,478,316 39%	\$ 119,845,368 44%	\$72,322,342 33%



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Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-09

The attached information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Tunney asked for a detailed breakdown of positions for all Public Safety (specific to *Table 7* on page 34 of 2018 Budget Overview book).

Please see the attached chart for a detailed breakdown of the full-time equivalent (FTE) positions in each of the Public Safety departments as it correlates to *Table 7* in the 2018 Budget Overview book.

As always, please let me know if you have any further questions.

Public Safety - All Local Funds

Department	FY 2017 Amended Budget	2018 Proposed	2017-2018 Change
055 - Police Board	2	2	-
056 - Independent Police Review Authority	62		(62)
057 - Department of Police	14,205	14,667	462
058 - Office of Emergency Management and Communications	2,110	2,120	10
059 - Fire Department	5,161	5,158	(3)
060 - Civilian Office of Police Accountability	142	145	3
Grand Total	21,682	22,092	410

Public Safety - Grant Funds

Department	FY 2017 Amended Budget	2018 Proposed	2017-2018 Change
057 - Department of Police	70	103	33
058 - Office of Emergency Management and Communications	27	32	5
059 - Fire Department	12	12	-
Grand Total	109	147	38

Public Safety - Corporate Fund

Department	FY 2017 Amended Budget	2018 Proposed	2017-2018 Change
055 - Police Board	2	2	-
056 - Independent Police Review Authority	62		(62)
057 - Department of Police	13,970	14,432	462
058 - Office of Emergency Management and Communications	1,825	1,091	(734)
059 - Fire Department	4,849	4,846	(3)
060 - Civilian Office of Police Accountability	142	145	3
Grand Total	20,850	20,516	(334)



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Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-10

The attached information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Tunney asked for the department to provide the 2017 appropriated personnel levels and 2018 recommended levels for the increased Public Health inspectors and a job description.

In an effort to bolster staffing in the Food Protection Program, the Health department requested 11 new positions on the Corporate fund. This would bring the staffing level from 43 to 54 positions.

Name of Program – Food Protection	FY17 Appr	FY18 Rec
Chief Sanitarians	1	1
Communicable Disease Control Investigator II	1	1
Coordinator of Special Projects	1	1
Health Code Enforcement Inspection Analyst	1	1
Manager of Food Protection Services	1	1
Sanitarian II	27	36
Senior Data Entry Operator	2	2
Supervising Sanitarian	9	11
TOTAL	43	54

In order to enforce environmental laws and address air pollution, the Health department requested 10 new positions on the Corporate fund. This would bring the staffing level to from 12 to 22 positions

Name of Program – Environmental Permitting and Inspection	FY17 Appr	FY18 Rec
Administrative Assistant III	1	1
Attorney	1	1
Director of Environmental Inspections	1	1
Environmental Engineer I	0	5
Environmental Engineer II	1	1
Environmental Engineer III	2	3
Environmental Investigator	1	1
Project Coordinator	1	1
Senior Environmental Inspector	3	7
Supervising Environmental Inspector	1	1
TOTAL	12	22

City job specifications for these positions are attached.



Code: 2377

Family: Legal and Regulatory

Service: Health and Welfare

Group: Inspectional

Series: Sanitary Inspection

CLASS TITLE: CHIEF SANITARIAN

CHARACTERISTICS OF THE CLASS

Under direction, functions as a second level supervisor within the Food Protection Program, directing the day to day operations of a large staff of Sanitarians responsible for the inspection of licensed food establishments to enforce municipal food safety and sanitation codes and licensing requirements, and the inspection of public swimming pools and spas to enforce environmental health codes, and performs related duties as required

ESSENTIAL DUTIES

- Directs supervising staff responsible for enforcing food sanitation and licensing requirements through scheduled inspections and complaint investigations of licensed food establishments (e.g., restaurants, grocery stores, bakeries, wholesalers, special or summer food events or programs, and kitchens in hospitals, nursing homes, and schools)
- Directs supervising staff responsible for enforcing environmental health codes through inspection of public swimming pools (e.g., indoor, outdoor) and spas
- Prepares and authorizes work schedules and prioritizes work assignments, ensuring staff allocation meets the operational needs of the Food Protection Program
- Monitors day to day work activities and assignments, coordinating with supervisory staff to respond to emergencies, inspection or complaint priorities and other work situations requiring a rapid and effective response by staff
- Responds to and directs investigations of food-borne illnesses and sources of contamination in establishments involved in catastrophic occurrences
- Establishes and enforces quality standards for the conduct of inspections and the issuance of violations for food and sanitation code violations
- Monitors and reviews work performance and productivity of supervisory staff, administers disciplinary actions as required, and conducts performance evaluations of supervisory staff
- Works with management in developing performance measures for the Program, monitors adherence to established goals and objectives, and prepares management reports
- Monitors the progress of violation cases under administrative hearing proceedings and ensures enforcement of resulting rulings
- Oversees the development and implementation of employee training and staff development programs, and conducts training seminars on sanitary procedures and issues

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Biology, the Natural Sciences, Environmental Health, or a directly related field, plus five years of food sanitation experience, of which three years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- Must be licensed as an Environmental Health Practitioner by the State of Illinois within six months of hire
- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Field work leading or providing assistance to inspections of food establishments, including those operating out of doors, and swimming pools and spas

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Health equipment related to food and environmental health inspections (e.g., thermometers, probes, sanitized wipes, swabs, litmus test strips)
- Personal protective equipment (e.g., lab coat, flashlight, shoes, glasses, gloves)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended periods of time
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *principles and practices of environmental sanitation related to food sanitation and other environmental health issues
- *applicable federal and state laws, and municipal codes relating to environmental health, food safety and sanitation
- *inspection and investigation procedures related to the inspection of food establishments for compliance with food safety and sanitation requirements and outbreaks of food borne illnesses
- *inspection and investigation procedures related to the inspection of public swimming pools and spas for compliance with environmental health requirements

Considerable knowledge of:

- *supervisory methods, practices and procedures

Moderate knowledge of:

- management of environmental health programs related to food protection
- bacteriology and chemistry tests used in conducting food and sanitation inspections

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Sanitarian class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *SCIENCE - Use scientific rules and methods to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Supervising Sanitarian class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Supervising Sanitarian class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace

Code:

- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Supervising Sanitarian class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of
Chicago Department of Human
Resources
June, 2011



Code:
Family: Legal and Regulatory
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health

CLASS TITLE: COMMUNICABLE DISEASE CONTROL INVESTIGATOR II

CHARACTERISTICS OF THE CLASS

Under supervision, the class performs at the fully functional level, investigating reported cases of communicable and infectious diseases and providing testing and referral services to clients to prevent the further transmission of diseases, and performs related duties as required.

At the senior level, the class is generally assigned a greater variety and the more complex communicable and infectious disease cases.

ESSENTIAL DUTIES

- Interviews and re-interviews persons infected with or suspected of having a communicable or infectious disease to determine the source of the transmission
- Identifies and notifies individuals that have been exposed and may be infected with a communicable or infectious disease
- Makes referrals to health clinics, encouraging individuals to obtain medical evaluation and following-up to ensure they receive appropriate treatment
- Works to ensure patient confidentiality is maintained throughout investigations
- Administers and reads skin tests to screen contacts for tuberculosis
- Enters tuberculosis reportable data into the Federal and State data systems (I-NEDSS and EDN)
- Collects specimens or accompanies individuals for testing and to begin treatment if necessary
- Conducts home visits to ensure clients are complying with prescribed therapy and taking their medication
- Provides information and educates individuals regarding the transmission of communicable and infectious diseases and preventive measures for contracting diseases
- Works with Community Based Organizations (CBOs) to increase vaccination rates
- Provides referrals for needed social and supportive services
- Meets with health care providers to explain required contagious disease reporting requirements and procedures
- Conducts workshops for public and private health care agencies on topics related to preventing the transmission of communicable diseases
- Provides guidance and direction to lower level investigators
- Completes departmental forms and maintains records to track the treatment and progress of individuals
- Documents investigations and interviews and prepares detailed reports of communicable disease investigations conducted
- Participates in the training of new communicable disease investigators, as required
- Provides first level review of closed case reports submitted by unit investigators
- Performs phlebotomy to collect specimens, as required

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of work experience conducting field investigations, interviews and/or education in a public health or social services field or three years of work experience conducting disease control investigations, or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to extreme and inclement weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Phlebotomy equipment and supplies

PHYSICAL REQUIREMENTS

- Ability to conduct communicable and infectious disease investigations

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *public health hazards and their detection, reporting requirements, and treatments
- *investigation and inspection methods, techniques, practices and procedures
- *customer service techniques
- *applicable computer hardware and software technology
- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, and regulations Other knowledge as required for successful performance in the Communicable Disease Control Investigator I class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

CLASS TITLE: COMMUNICABLE DISEASE CONTROL

- *SERVICE ORIENTATION – Actively look for ways to help people
- *SOCIAL PERCEPTIVENESS – Demonstrate awareness of others’ reactions and understand why they react as they do

Other skills as required for successful performance in the Communicable Disease Control Investigator I class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Communicable Disease Control Investigator I class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

CLASS TITLE: Coordinator of Special Projects

CHARACTERISTICS OF THE CLASS: Under direction, manages and directs the City's participation in joint ventures with private agencies and other governmental bodies; and performs related duties as required.

ESSENTIAL DUTIES: Formulates, develops and prepares written plans for neighborhood development, housing and social service projects; supervises and reviews the selection of participating agencies to ensure they meet preliminary qualifications; confers with contracting agencies to discuss and negotiate terms and conditions of contracts; monitors the flow of contract documents and purchasing forms to ensure their prompt and timely processing; coordinates and evaluates the work activities of various City departments and external agencies engaged jointly in projects; prepares written reports detailing the status and progress of projects.

Manages and administers special projects to ensure that participating agencies comply with terms and conditions of contracts; recommends changes to improve the effective and efficient performance of projects; responds to written and oral inquiries and comments regarding project operations.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, supplemented by four years of progressively responsible administrative experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of public and private community service organizations. Good knowledge of the organizational structure of the City administration. Some knowledge of the practices and procedures of contract administration.

Ability to plan, supervise and review the activities of subordinate personnel and external agencies. Ability to establish effective working relationships. Ability to prepare and interpret contracts.

Considerable skill in the application of contract administration procedures and methods. Considerable oral and written communication skills. Skill in preparing and analyzing reports.

Code: **0309**
Administrative Service
Clerical, Accounting and General Office Group
General Administrative Series

CLASS TITLE: **Coordinator of Special Projects**

(Cont'd) Working Conditions. General office

environment. Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1994
City of Chicago
Department of Personnel



Code: 2391
Family: Legal and Regulatory
Service: Health and Welfare
Group: Inspectional
Series: Sanitary Inspection

CLASS TITLE: HEALTH CODE ENFORCEMENT INSPECTION ANALYST

CHARACTERISTICS OF THE CLASS

Under supervision, inspects the physical and sanitary conditions of establishments regulated by public health codes to determine compliance with public health code requirements; performs related duties as required

ESSENTIAL DUTIES

- Inspects establishments (e.g., hotels, motels, SRO's, tattoo and body art parlors, tanning salons, day care centers, health clubs, etc.) to ensure that health and sanitation standards are met
- Inspects businesses, workplaces, schools, apartments and other locations in response to alleged violations of the Chicago Clean Indoor Air Ordinance
- Issues citations for non-compliance
- Interprets the health code and explains compliance requirements
- Re-inspects establishments to ensure violations have been corrected
- Documents inspection findings, maintains records and prepares reports
- Testifies at Administrative Hearings regarding violations
- Participates in joint task force inspections with other City and state agencies
- Works with clinic and hospital staff to ensure their compliance with health code reporting requirements
- Receives and responds to questions from owners/operators of establishments as well as members of the general public regarding the public health code and compliance requirements

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with an Associate's degree including nine semester hours in the biological or related sciences, plus one year of experience in the inspection, investigation and enforcement of health codes; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

CLASS TITLE: HEALTH CODE ENFORCEMENT INSPECTION

- Potential to be exposed to inhospitable environments, bed bugs, rodents or other vermin, dust and smoke, ultraviolet light, blood borne pathogens and other substances

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, etc.)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, etc.)
- Flashlight, measuring tape, personnel protective equipment (goggles, masks, gloves)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- geographical locations in the City
 - environmental and public health hazards and their detection, reporting requirements, and treatment
 - investigation and inspection methods, techniques, practices, and procedures (e.g., health inspection)
 - record keeping and report preparation methods, practices, and procedures
- Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- IDENTIFY PATTERNS - Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

CLASS TITLE: HEALTH CODE ENFORCEMENT INSPECTION

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of
Chicago Department of Human
Resources
April, 2015



Code:
Family: Legal and Regulatory
Service: Health and Welfare
Group: Inspectional
Series: Sanitary Inspection

CLASS TITLE: MANAGER OF FOOD PROTECTION SERVICES

CHARACTERISTICS OF THE CLASS

Under direction, manages the Food Protection Program in the Department of Public Health. Directs the inspection of licensed food establishments to enforce municipal food safety and sanitation codes and licensing requirements, directs the inspection of public swimming pools and spas to enforce environmental health codes, and performs related duties as required

ESSENTIAL DUTIES

- Directs supervisory level staff responsible for overseeing Sanitarians engaged in the inspection of licensed food establishments including restaurants, school cafeterias and special or temporary sites (e.g. summer lunch programs, summer festivals) to enforce food sanitation and licensing requirements
- Directs supervisory level staff responsible for overseeing Sanitarians engaged in the inspection of public swimming pools and spas to enforce environmental health codes
- Oversees the program's public education efforts, monitoring the provision of information to business owners and the general public on food safety, proper food handling, sanitation and environmental health issues
- Coordinates work efforts with management in developing new or updating existing ordinances and regulations governing food safety and sanitation and other environmental health disciplines
- Implement operating policies and work procedures to improve the efficiency and effectiveness of the Program's inspection and enforcement protocols
- Develops the Program's work objectives, quality standards and performance measures, working with supervisory staff to monitor productivity and adherence to established standards
- Responds to environmental health emergencies such as the outbreak of food borne illnesses, working with departmental staff, other city departments and state agencies to provide a coordinated and appropriate level of investigation and response
- Monitors the performance and on-going development and training of Program staff and conducts performance evaluations of supervisory staff
- Oversees the Program's participation in the administrative hearing process, including the conduct of pre-hearings with business owner's issued food sanitation code violation notices
- Provides management oversight of the Program's administrative functions including budget preparations, fund expenditures, purchasing, contracts and grants administration

***NOTE:** The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Biology, the Natural Sciences, Environmental Health, or a directly related field, plus seven years of food sanitation or environmental health experience, of which five years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- Must be licensed as an Environmental Health Practitioner by the State of Illinois within six months of hire
- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Occasional field work leading or providing assistance to inspections of food establishments, including those operating out of doors, and swimming pools and spas

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Advanced knowledge of:

- *principles and practices of environmental sanitation related to food sanitation and other environmental health issues
- *applicable federal and state laws, and municipal codes relating to environmental health, food safety and sanitation
- *inspection and investigation procedures related to the inspection of food establishments for compliance with food safety and sanitation requirements and outbreaks of food borne illnesses
- * inspection and investigation procedures related to the inspection of public swimming pools and spas for compliance with environmental health requirements

Considerable knowledge of:

- * supervisory methods, practices and procedures
- * management of environmental health programs related to food protection

Moderate knowledge of:

- bacteriology and chemistry tests used in conducting food and sanitation inspections

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Sanitarian class series

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *SCIENCE - Use scientific rules and methods to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Supervising Sanitarian class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Supervising Sanitarian class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Code:

Other characteristics as required for successful performance in the Supervising Sanitarian class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of
Chicago Department of Human
Resources
June, 2011



Code:
Family: Legal and Regulatory
Service: Health and Welfare
Group: Inspectional
Series: Sanitary Inspection

CLASS TITLE: SANITARIAN II

CHARACTERISTICS OF THE CLASS

Under supervision, works at the fully functional level conducting inspections of establishments that process, prepare, and/or serve food to enforce food safety, sanitation codes, and licensing requirements and conducts inspections of swimming pools and spas to enforce environmental health codes and licensing requirements, and performs related duties as required

ESSENTIAL DUTIES

- Inspects the physical condition of food establishments (e.g., restaurants, grocery stores, bakeries, wholesalers, special or summer food events or programs, and kitchens in hospitals, nursing homes, schools, etc.) to enforce food safety and sanitation codes and licensing requirements
- Inspects the physical condition of swimming pools and spas (e.g., indoor, outdoor) to enforce environmental health codes and licensing requirements
- Inspects equipment for proper bacterial sanitization, hygiene practices, and temperature control
- Issues citations for violations of food safety and sanitation codes
- May collect samples for laboratory analysis
- Conducts exterior inspections of establishments in response to complaints involving possible sanitary violations (e.g., overflowing garbage dumpsters, rodent activity, etc.)
- Advises owners or managers on safety standards, existing violations, regulations regarding various environmental, health, and safety issues and methods for compliance
- Re-inspects establishments cited for violations to ensure corrective actions have been taken
- Testifies in Administrative Hearings regarding violations
- Conducts special inspections in conjunction with other city departments and agencies and in response to potential cases of food-borne illnesses, as required
- Prepares and maintains inspection reports, records and supporting documentation (e.g., photos)
- Responds to inquiries on health code violations, complaints and compliance methods
- Assists in training lower-level Sanitarians to conduct inspections

***NOTE:** The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with an Associate's degree including nine credit hours in the biological or related sciences, plus one year of food sanitation experience; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability
- Food Service Sanitation Certification
- Some positions may require specialty certification or training (e.g., Illinois Swimming Pool Operator certificate and/or Illinois Structural Pest Control Technician license)

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to fumes or dust
- Exposure to oily or wet environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Health-related equipment (e.g., thermometers, probes, sanitized wipes, swabs, litmus test strips)
- Personal protective equipment (e.g., lab coat, flashlight, hard hat, shoes, glasses, gloves)

PHYSICAL REQUIREMENTS

- Some lifting (up to 35 pounds) is required
- Ability to stand and walk for extended periods of time
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- geographical locations in the City
- *applicable federal and state, and municipal codes relating to environmental health, food safety and sanitation
- *public health hazards and their detection, reporting requirements, and treatment
- *inspection methods, practices, and procedures
- *equipment, methods, practices and procedures related to food sanitation
- *report preparation methods, practices, and procedures

Some knowledge of:

- *permit and licensing requirements

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Sanitarian I class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance

Other skills as required for successful performance in the Sanitarian I class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go

wrong Other abilities as required for successful performance in the Sanitarian I class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.



Code:
Family: Clerical and Office Administration
Service:
Administrative Group: Clerical, Accounting
and General Office
Series: Information Technology

CLASS TITLE: SENIOR DATA ENTRY OPERATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, performs work that primarily involves typing data into a computer terminal, and performs general clerical, word processing, and related duties as required

Positions demonstrate proficiency in the performance of data entry work; exercise independent judgement in resolving discrepancies and problems with data on source documents and generally assigned a greater variety and complexity of data entry work.

ESSENTIAL DUTIES

- Reviews source documents to ensure information is complete and accurate prior to data entry
- Contacts appropriate work units to verify the accuracy of data and to obtain information needed to correct or complete source documents
- Identifies and selects data to be entered based on established work procedures and processes
- Enters commands to access various databases and screens
- Types data into specific data fields or pre-formatted computer screens to create, update, or revise computerized records
- Proofreads and checks data to verify accuracy and completeness and to correct errors
- Performs general clerical duties relating to the sorting, batching, and filing of source documents
- Prepares, scans, and edits documents for electronic storage using optical character recognition (OCR) equipment, as required
- Verifies the accuracy of scanned data, corrects data not accepted or misidentified, and indexes scanned records for storage and retrieval
- Formats, prints, and faxes various reports on processed work
- Gathers data and prepares work unit's productivity reports
- Trains and instructs lower level Data Entry Operators on data entry and workflow procedures, as required
- Assigns and balances work load among operators

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of data entry work experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Optical character recognition equipment

PHYSICAL REQUIREMENTS

- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- clerical methods, practices, and procedures, including data entry
- applicable computer software packages and applications
- English language spelling, punctuation, and grammar
- alphabetical or numerical classification of

information Some knowledge of:

- report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules and regulations

Other knowledge as required for successful performance in the Data Entry Operator class series

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Other skills as required for successful performance in the Data Entry Operator class series

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **CONCENTRATE** - Concentrate on a task over a period of time without being distracted

Other abilities as required for successful performance in the Data Entry Operator class series

Other Work Requirements

- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Data Entry Operator class series

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of
Chicago Department of Human
Resources
May, 2010



Code:
Family: Legal and Regulatory
Service: Health and Welfare
Group: Inspectional
Series: Sanitary Inspection

CLASS TITLE: SUPERVISING SANITARIAN

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises Sanitarians engaged in conducting inspections of establishments that process, prepare, and/or serve food to enforce food safety, sanitation codes and licensing requirements, and/or supervises Sanitarians engaged in conducting inspections of swimming pools and spas to enforce environmental health codes and licensing requirements, and performs related duties as required

ESSENTIAL DUTIES

- Assigns inspections or complaints of sanitation violations to staff and monitors to ensure they are conducted thoroughly and efficiently
- Reviews inspection reports and citations issued for completeness, accuracy, and appropriateness of findings
- Provides assistance and instruction to staff on complex inspections and investigations
- Conducts field visits to observe inspections and ensure compliance with departmental protocols
- May assist in conducting inspections and investigations and in preparing reports on findings
- May issue citations for health code violations
- Testifies in Administrative Hearings regarding violations found
- Oversees the training of new staff on inspections, food safety and sanitation codes, environmental health codes and licensing requirements
- Prepares reports on inspection activities
- Supervises the maintenance of inspection documents and reports
- Responds to citizen complaints and inquiries on health code violations and compliance methods
- Serves as a liaison to City departments, public agencies, and the general public on sanitary codes and enforcement issues
- Monitors and reviews work performance and productivity of Sanitarians and administrative staff, administers disciplinary actions as required and conducts performance evaluations of staff
- Assists in collecting samples and taking swabs for laboratory analysis as required

***NOTE:** The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Biology, the Natural Sciences, Environmental Health, or a directly related field, plus two years of food sanitation experience; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- Must be licensed as an Environmental Health Practitioner by the State of Illinois within six months of hire

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability
- Some positions may require specialty certification or training (e.g., Illinois Swimming Pool Operator certificate and/or Illinois Structural Pest Control Technician license)

WORKING CONDITIONS

- General office environment
- Exposure to fumes or dust
- Exposure to oily or wet environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Health-related equipment (e.g., thermometers, probes, sanitized wipes, swabs, litmus test strips)
- Personal protective equipment (e.g., lab coat, flashlight, shoes, glasses, gloves)

PHYSICAL REQUIREMENTS

- Some lifting (up to 35 pounds) is required
- Ability to stand and walk for extended periods of time
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *principles and practices of environmental sanitation related to food sanitation and other environmental health issues
- *applicable federal and state laws, and municipal codes relating to environmental health, food safety and sanitation
- *inspection and investigation procedures related to the inspection of food establishments for compliance with food safety and sanitation requirements and outbreaks of food borne illnesses
- *inspection and investigation procedures related to the inspection of specific establishments (e.g., swimming pools and spas, exterior facility inspections)
- *equipment, methods, practices, and procedures related to food sanitation
- *report preparation methods, practices, and procedures

Moderate knowledge of:

- *permit and licensing applications, fees, and programs
- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Sanitarian series

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *SCIENCE - Use scientific rules and methods to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something

Other skills as required for successful performance in the Sanitarian series

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Sanitarian series

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Sanitarian series

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of
Chicago Department of
Human Resources
November 2011

CLASS TITLE: Administrative Assistant III

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs administrative and office management support functions for a city manager, or supervises clerical and administrative office operations; and performs related duties as required.

ESSENTIAL DUTIES: Researches, compiles and analyzes data to prepare programmatic and administrative reports; relays and interprets management directives to staff; participates in the conduct of studies and special projects and prepares reports on findings; studies office operational processes and recommends procedural changes to improve efficiencies; creates and maintains databases and spreadsheets using various software packages; edits and proofreads documents and reports; drafts correspondence for supervisor's signature; orders and maintains materials and supplies and resolves problems with vendors; responds to inquiries or complaints from the general public and explains departmental policies; researches costs and analyzes expenditures to assist in the preparation of the annual budget; maintains basic accounting and petty cash records for office related expenditures.

Assigns and reviews the work of staff engaged in performing a variety of clerical and customer service functions; coordinates office support services; establishes and implements work standards and clerical and administrative procedures and ensures standard are met; provides instruction and training to staff on work operations and evaluates their performance; prepares employee works schedules; assists staff in resolving complex or sensitive operational work problems; prepares various work reports regarding office expenditures, work operations and staff activities; interprets personnel policies and procedures to staff.

RELATED DUTIES: Attends meetings in the absence of the supervisor; may participate on task force committees to evaluate existing processes and recommend methods to improve systems.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible administrative or secretarial experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of office management and administrative procedures and practices. Good knowledge of desktop software packages. Good knowledge of report writing.

Ability to compile and organize data and prepare reports. Ability to develop and maintain effective working relationships with supervisors and staff. Ability to supervise the work of staff. Ability to operate a personal computer.

Good organization and administrative skills. Skill in using desktop software programs. Good analytical skills. Good oral and written communication skills. Good interpersonal skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.



Code: 1646

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

CLASS TITLE: ATTORNEY

CHARACTERISTICS OF THE CLASS

Under direction, provides legal counsel to a department on matters that affect the department's operations, and performs related duties as required

ESSENTIAL DUTIES

- Advises management on legal issues related to departmental operations as they are affected by local, state, or federal laws, statutes, or contracts
- Researches legal requirements as they pertain to the department's operations to advise management on same
- Works with the Department of Law, as needed, in investigating circumstances and facts and interviewing witnesses regarding complaints, arbitrations, and lawsuits involving the department and staff
- Maintains records and prepares reports on legal procedures for department management
- Reviews and interprets various documents (e.g., legal documents, requests for information, contractual requirements, legislation, performance bonds) for department management
- Drafts legal documents (e.g., letters, memoranda, contracts, contract close-out letters, personnel charges) in response to subpoenas, Freedom of Information Act requests, and other requirements for information and ensures documents conform to the law
- Meets with community members and attorneys representing the City, other public jurisdictions, or private parties regarding issues affecting the department and advises them or states the department's position on legal matters
- Supervises a staff engaged in legal research and oversees related work of staff in other departments (e.g., accountants, engineering technicians, administrative assistants) and/or outside vendors, as required
- Conducts training for staff (e.g., police officers, other departments, contract staff) in relevant legal issues, including creating and updating training curriculum and materials and ensuring that training curriculum withstands failure to train lawsuits, as required
- Testifies as an expert for the Department of Law
- Evaluates department's compliance with local, state, and federal laws (e.g., HIPAA and other privacy and confidentiality laws), ensuring a sound legal basis for programmatic activities
- Responds to requests from Inspector General's office and to legal questions from staff in other departments
- Assists in the development of departmental policies, procedures, and programs, as required

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an American Bar Association (ABA) accredited law school, plus three years of work experience in the legal profession as a licensed attorney

Licensure, Certification, or Other Qualifications

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- federal and state legislation and its impact on City ordinances
- applicable local laws, statutes, regulations, and guidelines
- *the legal system and the principles and practices of applicable areas of the law
- *courtroom procedures and legal terminology
- *legal research methods, techniques, and resources
- contract law and administration

Some knowledge of:

- City's organizational structure
 - supervisory methods, practices, and procedures
 - investigation methods, techniques, practices, and procedures
 - record keeping and report preparation methods, practices, and procedures
- Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *PERSUASION - Persuade others to change their minds or behavior

- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of
Chicago Department of Human
Resources
Date: May, 2012

Code:2082
Health and Welfare Service
Inspectional Group
Energy and Environmental Protection Series

CLASS TITLE: Director of Environmental Inspections

CHARACTERISTICS OF THE CLASS: Under direction, the class is supervisory in nature, overseeing the work of staff engaged in conducting compliance inspections of industries covered by the Environmental Protection Act and related city ordinances; and performs related duties as required.

ESSENTIAL DUTIES: Assigns scheduled, complaint and emergency inspections to staff and ensures they are conducted in a timely and thorough manner; directs covert surveillance activities in response to complaints of environmental hazards caused by air and noise emissions and illegal waste disposal; directs the inspection of industrial and demolition sites to ensure public safety standards are adhered to; develops operating procedures and work standards to ensure inspections are conducted in a through and efficient manner; evaluates environmental inspection and emission reports completed by staff for completeness and appropriateness of findings; oversees the issuance of citations to violators ensuring violations are sufficiently detailed and explained; assists staff in the conduct of comprehensive or complex inspections and prepares reports of findings; oversees the conduct of re-inspections to ensure violations were corrected; assists in the development of environmental standards and regulations to ensure compliance by covered industries; serves as a liaison with other city departments, governmental agencies and businesses regarding environmental ordinances and on joint inspections; oversees staff training on the conduct of inspections and environmental code compliance; oversees the maintenance of inspection reports and the preparation of unit activity reports.

RELATED DUTIES: Testifies in court as an expert witness on environmental issues; meets with community groups to inform them of environmental protection issues in their area.

MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible experience conducting environmental inspections including two years of supervisory experience, or an equivalent combination of training and experience is required. Certification as an inspector by the Illinois Environmental Protection Agency is required.

License Requirement. A valid State of Illinois driver's license is required.

Knowledge. Abilities and Skill. Considerable knowledge of the Illinois Environmental Protection Act and related city ordinances. Considerable knowledge of environmental protection inspection and testing procedures. Considerable knowledge of environmental safety standards.

Ability to direct environmental inspection activities. Ability to establish quality standards. Ability to work with municipal agencies on task force or emergency inspections. Ability to conduct complex inspections. considerable skill in conducting environmental inspections. Considerable skill in preparing inspection reports. Good analytical skills. Good supervisory skills. Good oral and written communication skills.

Working Environment. Inside: Standard office environment.

Outside: Exposure to extreme weather conditions.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2003
City of Chicago



Code: 2073
Family: Technical
Engineering Service: Health
and Welfare
Group: Inspectional
Series: Energy and Environmental Protection

CLASS TITLE: ENVIRONMENTAL ENGINEER III

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises and participates in the enforcement of federal, state, and municipal environmental protection laws, and performs related duties as required

ESSENTIAL DUTIES

- Assigns, coordinates, and supervises the work of professional and technical personnel engaged in enforcing environmental protection laws
- Reviews site inspection reports submitted by staff for completeness and appropriateness of findings, actions taken, and recommendations for correcting violations
- Supervises re-inspections to ensure violations are corrected
- Coordinates and provides technical assistance to other City departments and sister agencies at field emergencies and environmental incidents
- Oversees the enforcement of citations and remediation recommendations to violators of the City's Environmental Protection Code
- Assists and directs staff in conducting inspections of repeat and gross Environmental Protection Act (EPA) violations
- Participates in the development of guidelines and procedures to standardize the conduct of environmental inspections
- Trains and coordinates training for staff in new or modified techniques of detecting and assessing environmental pollutants
- Participates in and supervises staff engaged in reviewing permit applications, and planning for the installation of industrial processing equipment and control devices to ensure compliance with environmental protection laws and regulations
- Performs engineering calculations to determine the emission rates of various pollutants
- Prepares comprehensive statistical and narrative reports of inspection and remediation activities
- Investigates complaints of alleged EPA violations
- Testifies in court as an expert witness on environmental issues
- Makes recommendations for the purchase of new equipment

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Environmental Engineering or a directly related field, plus three years of work experience in environmental engineering; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Some exposure to industrial fumes and hazardous chemicals

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Scientific calculators

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *environmental hazards and related abatement methods
- *environmental inspection, research, and analysis methods and techniques
- *applicable safety principles, methods, practices, and procedures
- *applicable environmental engineering methods, theories, principles, and procedures
- *applicable federal, state, and local laws, regulations, and guidelines

Moderate knowledge of:

- applicable computer software packages and applications
- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules and regulations Other knowledge as required for successful performance in the Environmental Engineer class series

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **MATHEMATICS** - Use mathematics to solve problems
- **COMPLEX PROBLEM SOLVING** - Identify complex problems and review related information to develop and evaluate options and implement solutions
- **JUDGEMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Environmental Engineer class series

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Environmental Engineer II class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Environmental Engineer class series

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of
Chicago Department of Human
Resources
June, 2009



Code:
Family: Technical
Engineering Service: Health
and Welfare
Group: Inspectional
Series: Energy and Environmental Protection

CLASS TITLE: ENVIRONMENTAL ENGINEER I

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs entry-level professional environmental engineering work, enforcing federal, state, and municipal environmental protection laws, and performs related duties as required

ESSENTIAL DUTIES

- Conducts environmental surveys of industrial and waste disposal sites for compliance with environmental protection laws
- Collects samples of suspect materials and submits them for laboratory analysis
- Characterizes toxicity levels of samples according to established guidelines
- Responds to consumer complaints regarding air pollution and takes corrective action as required
- Identifies compliance violations and issues citations
- Discusses violations found and provides technical assistance and advice to businesses in correcting non-compliance issues
- Conducts follow-up inspections to ensure violations are corrected
- Assists in the review of permit applications (e.g., construction, demolition debris) and plans for the installation of industrial processing equipment and control devices to ensure compliance with environmental protection laws and regulations
- Performs engineering calculations to determine the emission rates of various pollutants and adjustments needed to ensure emission rates are at acceptable levels under the law
- Prepares site evaluation reports summarizing findings of environmental inspections and assessments
- Provides technical assistance to City departments and the private sector regarding environmental protection standards and guidelines
- Works with private contractors and technical staff at field emergencies and environmental violation incidents, as required
- Testifies in court as an expert witness on environmental issues
- Maintains and calibrates equipment and instrumentation

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Environmental Engineering or a directly related field

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Some exposure to industrial fumes and hazardous chemicals

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Scientific calculators
- Testing and monitoring equipment (e.g., Geiger meters)

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- *environmental hazards and related abatement methods
- *environmental inspection, research, and analysis methods and techniques
- applicable safety principles, methods, practices, and procedures
- *applicable environmental engineering methods, theories, principles, and procedures
- applicable federal, state, and local laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MATHEMATICS - Use mathematics to solve problems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

- WRITE - Communicate information and ideas in writing so others will understand
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
-

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of
Chicago Department of Human
Resources

June, 2009

ge 3 of 3



Code:
Family: Technical
Engineering Service: Health
and Welfare
Group: Inspectional
Series: Energy and Environmental Protection

CLASS TITLE: ENVIRONMENTAL ENGINEER II

CHARACTERISTICS OF THE CLASS

Under supervision, performs fully functional professional environmental engineering work, enforcing federal, state, and municipal environmental protection laws, and performs related duties as required

ESSENTIAL DUTIES

- Conducts extensive surveys and detailed inspections of a broad variety of sites (e.g., property development, industrial, waste disposal) for compliance with environmental protection laws
- Collects samples of suspect materials and submits them for laboratory analysis
- Characterizes toxicity levels of samples according to established guidelines
- Identifies compliance violations and issues citations
- Discusses violations found and provides technical assistance and advice to businesses in correcting non-compliance issues, including the development of cost estimates for environmental remediation
- Conducts follow-up inspections to ensure violations are corrected
- Reviews permit applications (e.g., construction, demolition debris) and plans for the installation of industrial processing equipment and control devices for compliance with environmental protection laws and regulations
- Performs engineering calculations to determine the emission rates of various pollutants and adjustments needed to ensure emission rates are at acceptable levels under the law
- Works with intergovernmental representatives at field emergencies and environmental incidents
- Participates in meetings with plant managers to draft pollution prevention and corrective measures
- Prepares site evaluation reports summarizing findings of environmental inspections and assessments
- Provides technical assistance to City departments and the private sector regarding environmental protection standards and guidelines
- Manages recycling and solid waste reduction projects
- Testifies in court as an expert witness on environmental issues
- Maintains and calibrates equipment and instrumentation

***NOTE:** The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Environmental Engineering or a directly related field, plus one year of work experience in environmental engineering

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Some exposure to industrial fumes and hazardous chemicals

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Scientific calculators
- Testing and monitoring equipment (e.g., Geiger meters)

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *environmental hazards and related abatement methods
- *environmental inspection, research, and analysis methods and techniques
- *applicable safety principles, methods, practices, and procedures
- *applicable environmental engineering methods, theories, principles, and procedures
- applicable federal, state, and local laws, regulations, and guidelines

Some knowledge of:

- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules and regulations
Other knowledge as required for successful performance in the Environmental Engineer class series

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

Other skills as required for successful performance in the Environmental Engineer class series

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Environmental Engineer class series

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues

Other characteristics as required for successful performance in the Environmental Engineer class series

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

CLASS TITLE: Environmental Investigator

CHARACTERISTICS OF THE CLASS: Under general supervision, conducts investigations of alleged violations of environmental laws, and inspects facilities for compliance with environmental regulations to enforce state and municipal environmental statutes and ordinances; and performs related duties as required.

ESSENTIAL DUTIES: On an assigned shift, conducts covert surveillance to gather evidence and to catch violators in the act of committing illegal activities including, but not limited to, dumping, open burning and improper disposal of medical or toxic waste; informs offenders that activities are in violation of environmental laws and instructs them to cease activities; investigates complaints of environmental pollution by inspecting sites and documenting conditions, collecting samples as evidence and identifying illegal operations; participates in joint investigative and surveillance activities with other enforcement agencies; uses electronic field instrumentation and photographic equipment in the performance of investigative activities; interviews witnesses and complainants to obtain information concerning alleged sources of environmental pollution; interprets City ordinances regarding the protection of the environment and issues citations to violators to enforce environmental ordinances; notifies law enforcement agencies of illegal activities and identifies violators for appropriate action; inspects licensed and permitted facilities including industrial, demolition and waste disposal sites, landfills, transfer stations and motor vehicle repair shops to ensure compliance with environmental regulations; conducts environmental testing on location to measure noise levels and detect sources of possible toxic pollutants; testifies in court on citations issued for violations of environmental ordinances.

RELATED DUTIES: Prepares narrative reports to document sensitive investigation findings and facility inspections; maintains pertinent case records.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in conducting environmental inspections, or an equivalent combination of training and experience.

License Requirement. A valid State of Illinois driver's license is required.

Knowledge, Abilities and Skills. Good knowledge of the City's Environmental Protection Ordinance, the Illinois Environmental Protection Act and federal environmental laws. Good knowledge of detection techniques and practices related to the identification of environmental pollutants and threats to public health and safety. Good knowledge of investigative methods and procedures.

Ability to conduct inspections of abandoned sites, industrial facilities, limited access and multi-level facilities. Ability to conduct covert surveillance activities. Ability to interview witnesses and prepare investigative reports. Ability to use electronic monitoring and photographic equipment. Ability to interpret environmental ordinances and statutes. Skill in investigation and surveillance, and in persuading witnesses to cooperate with investigations. Good oral and written communication skills.

Working Conditions. May be exposed to chemical fumes, dust, noise and inclement weather. Works rotating shifts, including nights and weekends.

Equipment. Personal safety equipment including respirators and bulletproof vests. Electronic monitoring equipment including noise meters and organic monitors. Photographic equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

CLASS TITLE: Project Coordinator

CHARACTERISTICS OF THE CLASS: Under general supervision, the class coordinates the administration, development and implementation of a specific project or program moderate in size and scope for a City department; and performs related duties as required.

ESSENTIAL DUTIES: Serves as a project or program supervisor, overseeing staff and work operations to ensure established goals and objectives are met; develops and implements operating policies and procedures to ensure the effectiveness of program operations; plans work schedules and priorities for project activities; participates in preparing project or program operating budgets and monitors budget expenditures; designs, implements and monitors procedures utilized in program evaluation; develops marketing strategies to encourage participation in City projects and programs; audits and approves contractor and consultant vouchers for payment; acts as a liaison with City departments, public and private agencies and business organizations to secure commitments in providing services to program participants, sharing program information and obtaining additional funding support; monitors and provides direction to consultants engaged in administering program activities; prepares narrative and statistical program status reports.

RELATED DUTIES: Attends community, civic and business organization meetings to promote department programs or Citywide initiatives.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, Social Sciences, Planning or a related field, supplemented by three years of progressively responsible experience in program administration, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Good knowledge of the principles and practices of program planning and administration. Good knowledge of program monitoring and evaluation methodology and techniques. Good knowledge of marketing strategies. Good knowledge of budgeting and financial management.

Ability to supervise staff. Ability to develop program policies and procedures. Ability to manage program funds. Ability to work with vendors.

Good skill in the application of methods and techniques utilized in program administration. Good oral and written communication skills. Good interpersonal skills. Good analytical skills. Good organization skills. Good supervisory skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

CLASS TITLE: Senior Environmental Inspector

CHARACTERISTICS OF THE CLASS: Under general supervision, inspects sources of air and noise emissions, waste disposal sites and other sources of environmental pollution; and performs related duties as required.

ESSENTIAL DUTIES: Conducts inspections of industrial, demolition and waste disposal sites, gas stations and motor vehicle repair shops to ensure compliance with environmental regulations; visits field sites to conduct emissions tests; participates in investigations of alleged sources of toxic pollution utilizing technical field instrumentation and photographic equipment; collects samples of suspected hazardous materials and submits for laboratory analysis; responds to complaints concerning alleged sources of environmental pollution; interviews complainants and conducts investigations to determine whether a violation has occurred; issues citations to violators of the City Code; appears in court to provide testimony pertaining to alleged violations; performs follow up inspections of emergency incidents and routine inspection sites to ensure infractions have been corrected; prepares and updates inspection activity reports.

RELATED DUTIES: Assists in determining ownership of buildings where suspected hazardous materials are present.

MINIMUM QUALIFICATIONS:

Training and Experience. One year of experience in conducting environmental inspections, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of City, state and federal environmental control laws. Good knowledge of pollution detection techniques, equipment and procedures. Good knowledge of investigation techniques and methods.

Ability to detect present and potential environmental pollution hazards. Ability to prepare and update inspection records. Ability to access multi-level facilities. Ability to collect specimen. Ability to conduct inspections using field instruments and photographic equipment.

Skill in the interpretation of environmental pollution control ordinances. Skill in inspecting alleged sources of environmental pollution.

License Requirement. A valid State of Illinois driver's license is required.

Automobile and Insurance Requirement. Incumbents are required to use their personal automobile, and shall provide the department head with a certificate of insurance showing the City of Chicago as an additional insured on his/her personal policy at the required level of coverage.

Physical Requirements. Ability to carry field analytical equipment weighing up to 10 pounds.

Working Conditions. May be exposed to hazardous chemical fumes and inclement weather.

Equipment. Personal safety equipment and technical field instrumentation.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 1996



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Code: **2080**
Health and Welfare Service
Inspectional Group
Environmental Control Series

CLASS TITLE: Supervising Environmental Inspector

CHARACTERISTICS OF THE CLASS: Under supervision, supervises and reviews the activities of subordinate personnel engaged in inspecting sources of air and noise emissions, waste disposal and other sources of pollution; and performs related duties as required.

ESSENTIAL DUTIES: Assigns, supervises and monitors routine inspections of industrial, demolition and waste disposal sites; schedules and evaluates the investigation of complaints concerning alleged sources of environmental pollution; conducts field inspections of sources of pollution including industrial and waste disposal sites; serves as on-site coordinator at emergency field investigations; issues citations for violations of environmental laws; provides expert testimony in court pertaining to violations of the City Code; provides instruction to subordinate personnel regarding appropriate inspection methods and procedures; compiles and maintains records of inspection activities and prepares work related reports.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in conducting environmental inspections, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills. Good knowledge of City, state and federal environmental laws. Good knowledge of pollution detection techniques and practices. Good knowledge of investigative methods and procedures.

Ability to coordinate emergency field investigations. Ability to conduct inspections using field instruments. Ability to access multi-level facilities.

Good skill in the interpretation of environmental pollution control ordinances.
Skill in inspecting alleged sources of environmental pollution. Good skill in preparing investigation reports.

License Requirement. A valid State of Illinois driver's license is required.

Automobile and Insurance Requirement. Incumbents are required to use their personal automobile, and shall provide the department head with a certificate of insurance showing the City of Chicago as an additional insured on his/her personal policy at the required level of coverage.

Working Conditions. May be exposed to hazardous chemical fumes and inclement weather.

Equipment. Personal safety equipment and technical field instrumentation.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-11

The following information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Cappleman asked for the amusement tax rate in other municipalities.

The table on the following page outlines amusement tax rates in other municipalities including three Chicago suburbs.

As always, please let me know if you have any further questions.

Amusement Tax Rates in Other Municipalities		
Municipality	Tax Rate	Comment
Baltimore, Maryland	5.0%	Movie theaters
	8.0%	Maryland Stadium Authority (includes M&T Bank Stadium and Oriole Park)
	10.0%	All other activities
Indianapolis, Indiana (Marion County)	10.0%	Applies to amusements at Lucas Oil Stadium (70,000 capacity), Victory Field (14,000 capacity), Bankers Life Fieldhouse (20,000 capacity) and the Indiana Convention Center.
New York City, New York	8.875%	Sales tax applies to certain amusement type activities, such as sporting events and amusement parks, but does not apply to Broadway shows.
Philadelphia, Pennsylvania	5.0%	Applies to live and non-live performances of any size.
Rosemont, Illinois*	3.0%	2.0% for simulated skydiving
Schaumburg, Illinois*	5.0%	
Seattle, Washington	5.0%	Music venues with a capacity under 1,000 people are exempt if they host a certain amount of live music performances each week.
Tinley Park, Illinois*	5.0%	Increased to 5% January 1, 2017 (previously 4%)

**Tax rates do not include the Cook County amusement tax. Cook County has an amusement tax rate that is applied at a rate of 1.0% to 1.5% on live cultural events with a capacity of more than 750 and 3.0% on all other amusements.*



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-12

The information below is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Cappleman asked for the percentage of patients in the Mental Health system that the City does not receive reimbursements from; and how this compares to not-for-profits.

Based on the Chicago Department of Public Health's (CDPH) billing records and the Roseland Mental Health Clinic transition in January 2017, CDPH projects that the City does not receive reimbursements from approximately 90% of insured mental health clients. This is largely due to the lack of executed managed care contracts. Executed managed care contracts between the City and Managed Care Organizations (MCOs) allow the City to capture reimbursable revenue. Currently, the Department has executed contracts with CountyCare, Harmony, Meridian, Family Health and Aetna. CDPH is working with all entities to resubmit claims and recuperate lost revenue. Due to the State Medicaid agency establishing new managed care contracts in the spring of 2017, all MCO providers stalled their contract negotiations with CDPH until the final awardee announcement this fall. However, as we are continuing to work again with the remaining 4 of 9 MCOs (Molina, Illinicare, Next Level and BCBS) in Chicago, most are amenable to back billing for up to 6 months prior. All MCO contracts are between 70-95% completed. As for uninsured rates for non-profits, the percentage can vary from 15-40% depending on the agency.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

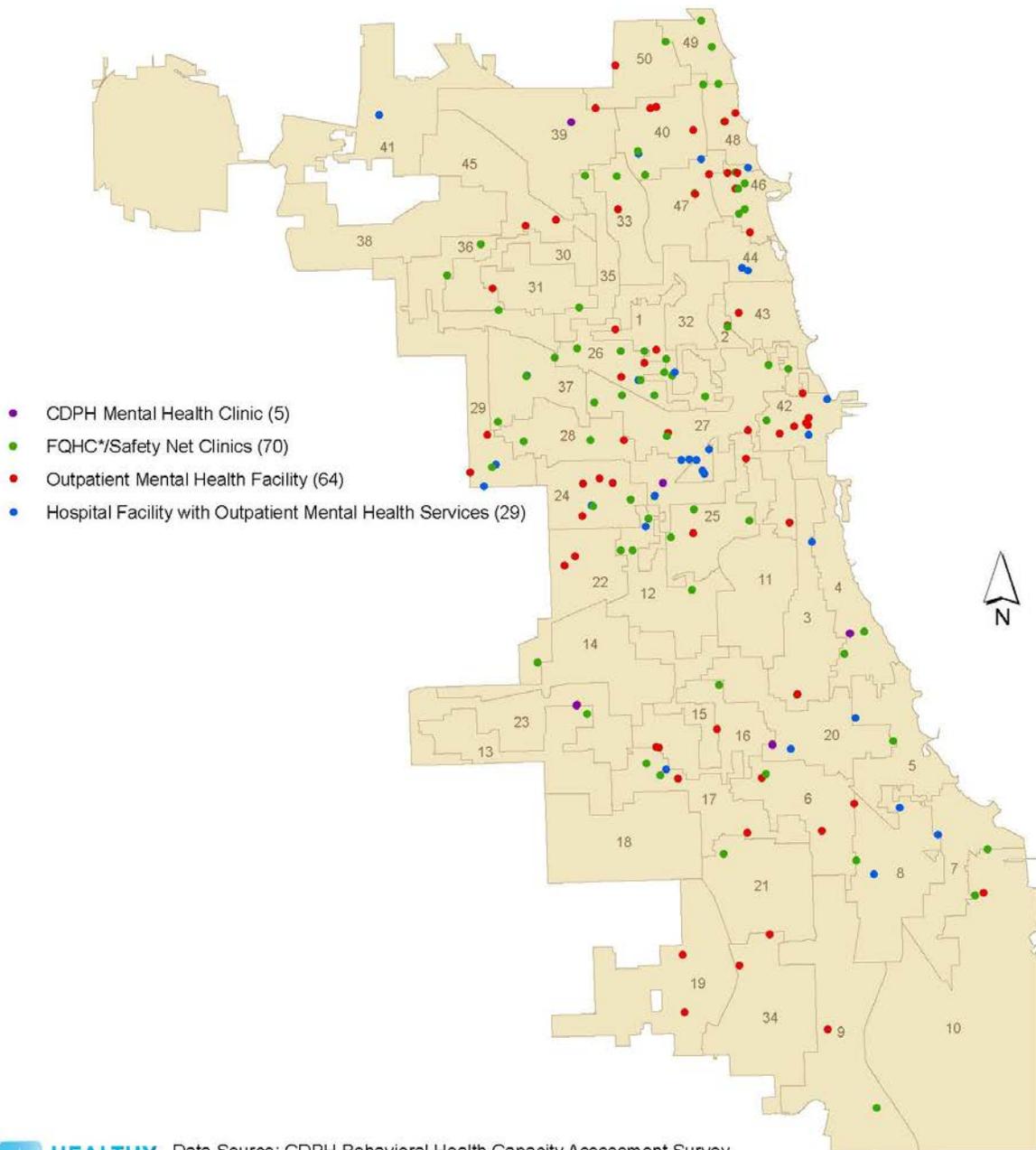
ID#: 05-13

The attached information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Cappelman asked for a map of the City's mental health facilities and non-profit mental health facilities. This map is attached.

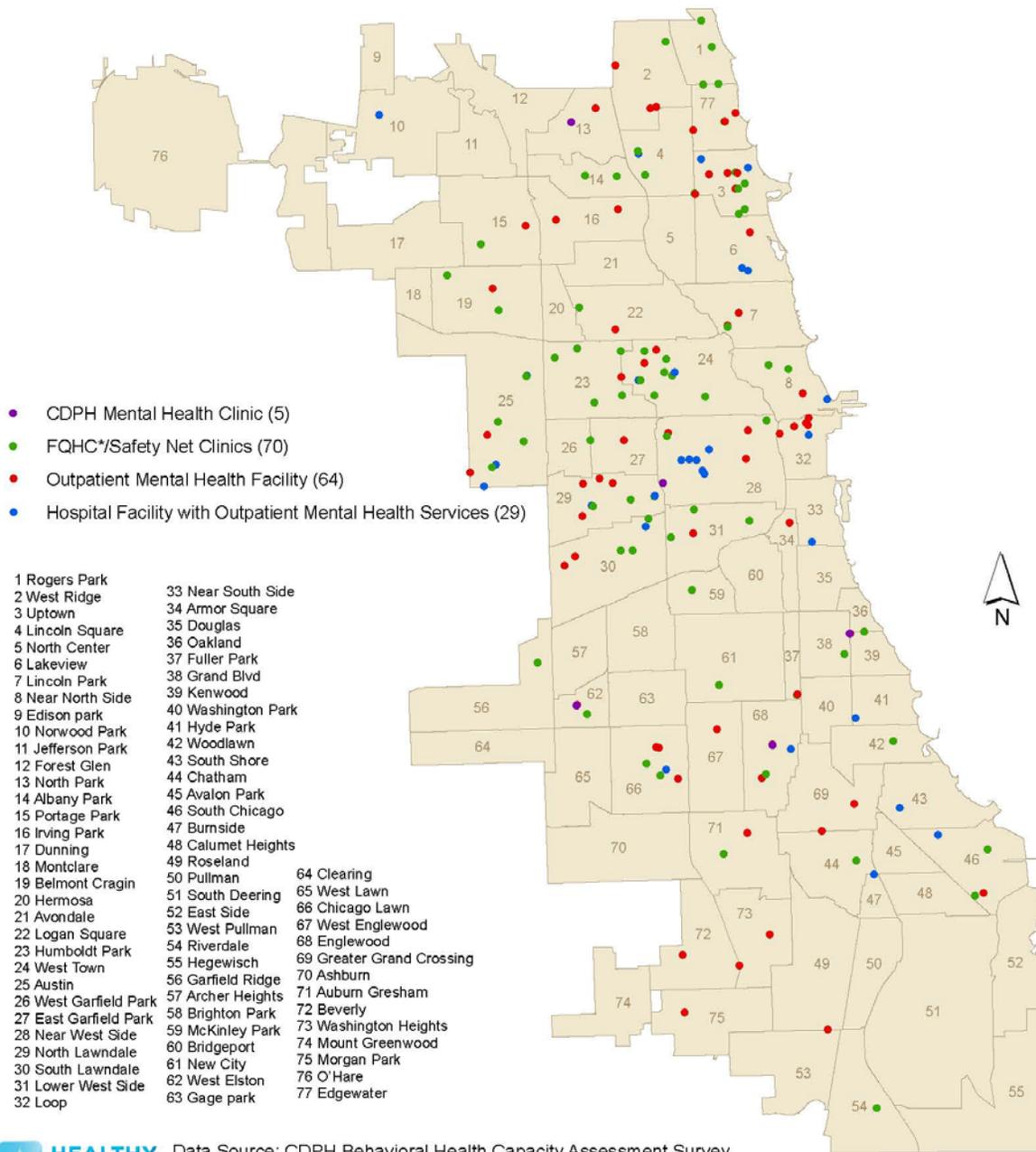
As always, please let me know if you have any further questions.

Facilities with Adult Outpatient Mental Health Services in Chicago by Ward (2016)



Data Source: CDPH Behavioral Health Capacity Assessment Survey
Chicago Department of Public Health, Office of Epidemiology, 10.25.2017
*Federally Qualified Health Center

Facilities with Adult Outpatient Mental Health Services in Chicago by Community Area (2016)



Data Source: CDPH Behavioral Health Capacity Assessment Survey
 Chicago Department of Public Health, Office of Epidemiology, 10.25.2017
 *Federally Qualified Health Center



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-14

The below information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Smith asked for a breakdown of open positions excluding Police and Fire vacancies. Attached is a list of vacancies, by department, as of October 26, 2017. The list includes new positions for 2018 as well as 2017 budgeted positions that remain unfilled.

Please note that this report can change every day. The report does not denote which positions are currently in the process of being filled. For example, a department may: a) have a position posted on the City's website, b) be conducting interviews, c) be awaiting approval of hiring paperwork or d) be waiting on an employee start date.

As always, please let me know if you have any further questions.

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Board of Election Commissioners

Admin Assistant to the Commissioners	1
Assistant Executive Director - Board of Elections	1
Clerk - Board of Elections	2
Computer Applications Analyst II - Board of Elections	1
Director of Elections - Investigation and Security	1
Election Equipment and Supply Specialist II	2
Polling Place Investigator II	1
Senior Clerk - Board of Elections	1
<i>Department Total</i>	<u>10</u>

Chicago Animal Care and Control

Animal Control Officer	3
Program Coordinator	1
<i>Department Total</i>	<u>4</u>

Chicago Department of Aviation

Accountant III	1
Accountant IV	1
Accounting Technician II	2
Administrative Assistant II	3
Administrative Assistant III	2
Airport Facilities Manager	3
Airport Maintenance Foreman	1
Airport Operations Supervisor I	1
Airport Operations Supervisor II	4
Architect III	1
Assistant Chief Airport Operations Supervisor	1
Assistant Chief Operating Engineer	4
Assistant Commissioner	4
Attorney	1
Auditor II	3
Aviation Safety Director	1
Aviation Security Officer	29
Aviation Security Sergeant	5
Carpenter	7
Chief Airport Operations Supervisor	2
Chief Contract Expediter	3
Chief Timekeeper	1
Civil Engineer IV	3

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Clerk II	1
Clerk IV (Timekeeper)	2
Contracts Administrator	1
Coordinating Engineer I	1
Coordinating Planner	2
Coordinator of Maintenance Repairs	1
Custodial Worker	25
Director of Finance	2
Director of Program Operations	1
Electrical Engineer IV	1
Electrical Mechanic	6
Emergency Management Coordinator	1
Executive Administrative Assistant I	4
Field Service Specialist III	2
Financial Analyst	3
Foreman of Custodial Workers	3
Foreman of Electrical Mechanics	1
General Foreman of General Trades	1
GIS Analyst	1
Inquiry Aide III	1
Labor Relations Supervisor	1
Laborer	3
Landside Operation Mngr	1
Machinist	1
Managing Deputy Commissioner	1
Mechanical Engineer V	1
Motor Truck Driver	6
Operating Engineer - Group A	12
Operating Engineer - Group C	3
Painter	3
Policy Analyst	1
Programmer/Analyst	1
Project Coordinator	2
Project Manager	8
Projects Administrator	8
Public Relations Representative II	1
Safety Specialist	9
Senior Data Entry Operator	1
Senior Emergency Management Coordinator	1
Senior Storekeeper	2

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Sheet Metal Worker	3
Shift Supervisor of Airport Ground Transportation	2
Shift Supervisor of Aviation Security	3
Staff Assistant	2
Stationary Fireman	1
Steamfitter	3
Structural Engineer	2
Training Director	2
Window Washer	1
<i>Department Total</i>	<u>228</u>

Chicago Department of Transportation

Administrative Assistant II	3
Administrative Assistant III	2
Administrative Services Officer I	1
Asphalt Foreman	1
Asphalt Laborer	4
Assistant Commissioner	1
Bridge and Structural Iron Worker	2
Bridge Operator	3
Cement Finisher	8
Cement Finisher Apprentice	5
City Planner IV	1
Civil Engineer III	1
Civil Engineer IV	6
Civil Engineer V	2
Clerk II	1
Clerk IV	1
Concrete Laborer	7
Contracts Coordinator	1
Coordinating Planner	1
Coordinator of Special Projects	1
Data Entry Operator	1
Dispatcher - Asphalt	1
Electrical Mechanic	1
Engineering Technician IV	3
Engineering Technician V	3
Engineering Technician VI	3
Field Service Director	1
Field Service Specialist II	6

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Field Supervisor	1
Foreman of Architectural Iron Workers	1
Foreman of Bridge and Structural Ironworkers	2
Foreman of Carpenters	1
Foreman of Cement Finishers	1
Foreman of Construction Laborers	3
Foreman of Electrical Mechanics	1
Foreman of Lineman	3
Foreman of Machinists	2
General Foreman of Bridge and Structural Ironworkers	1
General Foreman of Construction Laborers	1
General Foreman of Electrical Mechanics	1
General Foreman of Laborers	1
Hoisting Engineer	7
Laborer	5
Lamp Maintenance Worker	10
Lineman	10
Manager of Maps and Plats	1
Managing Deputy Commissioner	2
Motor Truck Driver	10
Pool Motor Truck Driver	22
Principal Operations Analyst	1
Project Manager	1
Safety Administrator	1
Senior Automotive Equipment Analyst	1
Senior City Forester	1
Sign Hanger	1
Sign Painter	1
Staff Assistant	1
Street Light Repair Worker	1
Superintendent of Electrical Operations	1
Supervising Engineer	1
Traffic Engineer IV	3
Traffic Engineer V	2
Traffic Signal Repairman	6
	6
<i>Department Total</i>	<i>179</i>

Chicago Public Library

Administrative Assistant II	2
Administrative Assistant III	1

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Digital Media Coordinator	1
Head Library Clerk	6
Librarian I	31
Librarian II	12
Librarian III	13
Librarian IV	5
Library Associate	5
Library Clerk	10
Library Division Chief	1
Senior Data Entry Operator	1
Senior Library Clerk	7
Sponsorship Coordinator	1
Staff Assistant	1
Supervising Clerk	1
<i>Department Total</i>	<u>98</u>

City Clerk

Administrative Assistant II	1
Assistant Managing Editor Council Journal	1
Coordinator of Special Projects	1
Director of License Administration	1
Operations Analyst	1
Payment Services Representative	5
<i>Department Total</i>	<u>10</u>

City Council

Administrative Staff Investigator	2
Assistant Chief Administrative Officer	1
Assistant to the Alderman	2
Disability Claims Investigator	1
Legislative Aide	3
Legislative Fiscal Analyst	1
Legislative Research Analyst	3
Staff Assistant to the Alderman	7
<i>Department Total</i>	<u>20</u>

City Treasurer

Accountant I	1
Assistant City Treasurer	1
Assistant Director of Finance	1

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Data Services Administrator	1
Director of Public Affairs	1
Portfolio Manager	2
<i>Department Total</i>	<u>7</u>

Civilian Office of Police Accountability

Assistant Director	1
Chief Investigative Law Officer	1
Clerk IV	1
Data Entry Operator	1
Deputy Chief Administrator	1
Digital Forensic Analyst - COPA	1
Director Of Quality Management - COPA	1
First Deputy Chief Administrator	1
Investigator - COPA	16
Project Manager	1
Senior Systems Programmer	1
Supervising Investigator - COPA	3
Supervising Paralegal	1
<i>Department Total</i>	<u>30</u>

Commission on Human Relations

Director / Community Liaison	1
Human Relations Investigator II	1
Human Relations Specialist II	1
<i>Department Total</i>	<u>3</u>

Department of Administrative Hearings

Administrative Assistant II	1
Assistant Manager of Administrative Adjudication	1
Senior Administrative Law Officer	1
Supervising Clerk	1
<i>Department Total</i>	<u>4</u>

Department of Buildings

Administrative Assistant II	1
Administrative Assistant III	1
Assistant Chief Plumbing Inspector	1
Building/Construction Inspector	3
Civil Engineer III	1

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Construction Equipment Inspector	1
Director of Technical Inspections	1
Electrical Inspector	2
Help Desk Technician	1
Plumbing Inspector	3
Supervising Cooling Plant Inspector	1
Supervising Ventilation and Furnace Inspector	1
<i>Department Total</i>	<u>17</u>

Department of Business Affairs and Consumer Protection

Administrative Assistant II	2
Administrative Assistant III	3
Business Compliance Investigator	14
Business Consultant	2
Business Consultant Supervisor	1
Coordinator of Special Projects	1
Deputy Commissioner	1
Managing Deputy Commissioner	1
Policy Analyst	1
Public Relations Representative III	1
Supervisor of Business Compliance Investigations	1
Television Production Specialist	1
<i>Department Total</i>	<u>29</u>

Department of Cultural Affairs and Special Events

Chief Revenue Analyst	1
Contracts Coordinator	1
Cultural Affairs Coordinator II	6
Deputy Commissioner	1
First Deputy Commissioner	1
Production Assistant	1
Program Director - Cultural Affairs	6
Projects Administrator	1
Sponsorship Coordinator	1
Staff Assistant	1
<i>Department Total</i>	<u>20</u>

Department of Family and Support Services

Accountant III	1
Accounting Technician II	2

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Administrative Assistant II	3
Aging and Disability Resource Network Manager	1
Assistant Community Living Specialist	3
Assistant Director of Children Services	2
Assistant District Manager - Human Services	3
Audio-Vision Tester	4
Auditor II	4
Chief Contract Expediter	1
Clerk II	1
Clerk IV	1
Community Living Specialist	1
Coordinator of Special Projects	1
Data Base Analyst	1
Deputy Commissioner	2
Director of Program Operations	1
Elder Protective Investigator I	1
Human Service Specialist II	1
Manager of Family Support Programs	2
Policy Analyst	1
Principal Operations Analyst	1
Program Auditor II	1
Program Development Coordinator	20
Project Coordinator	3
Regional Director - Aging	1
Social Worker III	2
Specialist in Aging III	1
Staff Assistant	2
Staff Assistant - Excluded	1
Supervisor of Children Services Programs	1
Supervisor of Family Support Programs	1
Support Services Coordinator	7
Unit Assistant	1
<i>Department Total</i>	79

Department of Finance

Accountant I	2
Accountant III	2
Accounting Technician II	1
Administrative Assistant II	1
Assistant Commissioner	1

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Assistant Comptroller	1
Assistant Director	1
Auditor I	7
Auditor II	2
Benefits Claims Supervisor	1
Benefits Manager	1
Booter - Parking	3
Central Voucher Coordinator	1
Chief Programmer/Analyst	1
Chief Voucher Expediter	1
Clerk III	2
Clerk IV	2
Deputy Director	2
Director of Administration	1
Field Service Specialist II	1
Manager of Parking	1
Parking Enforcement Aide	3
Payment Services Representative	5
Senior Fiscal Policy Analyst	2
Staff Assistant	1
Supervising Clerk	1
Supervising Traffic Enforcement Technician	1
Supervisor of Accounting	2
Supervisor of Customer Accounts	1
Supervisor of Payment Center	2
Traffic Enforcement Technician	8
	<hr/>
<i>Department Total</i>	61

Department of Fleet and Facility Management

Architectural Iron Worker	1
Assistant Chief Operating Engineer	1
Blacksmith	2
Carpenter	2
Chief Dispatcher	1
Clerk II - Hourly	1
Clerk IV	2
Clerk IV (Timekeeper)	2
Coordinating Engineer I	1
Custodial Worker	5
Director of Finance	1

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Director of Information Systems	1
Electrical Mechanic	1
Electrical Mechanic - Automotive	3
Electronics Technician	1
Environmental Engineer III	1
Equipment Dispatcher	1
Executive Secretary II	1
Foreman of Laborers	1
Foreman of Machinists - Automotive	2
Foreman of Painters	1
Garage Attendant	1
Garage Attendant - Assigned-In-Charge	5
Glazier	1
Health and Safety Analyst	1
Hoisting Engineer - Mechanic	5
Laborer	5
Laborer - Apprentice	2
Machinist - Apprentice	2
Machinist - Automotive	7
Manager of Buildings Services	1
Mechanical Engineer III	1
Motor Truck Driver	3
Motor Truck Driver - Tire Repair	2
Operating Engineer - Group A	2
Personal Computer Operator III	1
Projects Administrator	1
Reprographics Technician III	2
Senior Personnel Assistant	1
Servicewriter	2
Sheet Metal Worker	3
Sprinkler Fitter	1
Steamfitter	2
Supervising Watchman	1
Unit Assistant	2
Vehicle Registration Coordinator	1
Watchman	7
Window Washer	2
	<hr/>
<i>Department Total</i>	96

Department of Human Resources

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Assistant Commissioner	1
Associate Classification and Compensation Analyst	1
Criminal History Analyst	1
EEO Investigator	4
HR Record Specialist	2
HR Records Administration Manager	1
Recruiting Manager	1
Staff Assistant - Excluded	1
Testing Administrator	1
Training and Development Analyst	2
<i>Department Total</i>	<u>15</u>

Department of Innovation and Technology

Enterprise Support Manager	1
Information Security Manager	1
IT Architect - DoIT	2
IT Director - DoIT	4
Managing Deputy Chief Information Officer	1
Project Manager - DoIT	7
<i>Department Total</i>	<u>16</u>

Department of Law

Administrative Assistant II	3
Administrative Assistant III	1
Administrative Supervisor	1
Assistant Corporation Counsel I	3
Assistant Corporation Counsel II	6
Assistant Corporation Counsel III	11
Assistant Corporation Counsel Supervisor	5
Chief Assistant Corporation Counsel	5
Chief Labor Negotiator	1
Chief Law Librarian	1
Clerk IV	1
Deputy Corporation Counsel	2
Legal Secretary	3
Paralegal II	2
Superv Process Server	1
Supervising Paralegal	2
<i>Department Total</i>	<u>48</u>

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Department of Planning and Development

Accounting Technician II	1
Administrative Assistant III	1
Administrative Assistant III - Excluded	1
Architect II	1
Assistant Commissioner	2
Contracts Administrator	1
Coordinating Planner	1
Coordinator of Economic Development I - Planning and Development	1
Deputy Commissioner	1
Executive Administrative Assistant I	2
Financial Planning Analyst	4
First Deputy Commissioner	1
Policy Analyst	1
Production Assistant	1
Program Auditor II	1
Project Coordinator	2
Project Manager	2
Rehabilitation Construction Specialist	1
Zoning Plan Examiner	2
<i>Department Total</i>	<u>27</u>

Department of Procurement Services

Administrative Assistant II	1
Certification / Compliance Officer	1
Executive Administrative Assistant I	1
Field Analyst	1
Information Coordinator	1
Inquiry Aide III	1
Paralegal II	1
Project Coordinator	1
Senior Procurement Specialist	2
<i>Department Total</i>	<u>10</u>

Department of Public Health

Administrative Assistant II	2
Administrative Assistant III	3
Administrative Services Officer II	1
Assistant Commissioner	1
Building/Construction Inspector	1

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Case Manager Assistant	3
Chief Planning Analyst	1
Clerk III	1
Clerk IV	1
Clinical Therapist III	2
Communicable Disease Control Investigator II	4
Coordinator of Research and Evaluation	2
Coordinator of Special Projects	1
Data Entry Operator	1
Dental Hygienist	1
Director of Administration II	1
Director of Information Systems	1
Environmental Engineer I	5
Environmental Engineer II	1
Environmental Engineer III	1
Epidemiologist II	2
Epidemiologist III	2
Epidemiologist IV	1
Executive Administrative Assistant II	1
Grants Research Specialist	1
Health Code Enforcement Inspection Analyst	1
Infection Prevention Specialist	2
Laboratory Technician	1
Medical Director	2
Personal Computer Operator II	1
Program Director	2
Project Coordinator	2
Project Manager	1
Projects Administrator	7
Public Health Administrator II	2
Public Health Aide	3
Public Health Informatics Specialist	2
Public Health Nurse II	2
Public Health Nutritionist II	1
Public Health Nutritionist III	1
Sanitarian II	12
Senior Data Entry Operator	3
Senior Environmental Inspector	4
Senior Policy Analyst	1
Senior Research Analyst	1

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Staff Assistant	1
Supervising Disease Control Investigator	1
Supervising Disease Control Investigator - Excluded	1
Supervising Sanitarian	2
Supervisor of Grants Administration	1
<i>Department Total</i>	<u>98</u>

Department of Streets and Sanitation

Administrative Assistant III	2
Clerk III	2
Customer Account Representative	1
Data Entry Operator	1
Data Services Administrator	1
Deputy Commissioner	1
Equipment Dispatcher - in Charge	1
Executive Administrative Assistant II	1
Field Payroll Auditor	1
Field Sanitation Specialist	1
Field Vehicle Investigator	1
Foreman of Laborers	1
Forestry Supervisor	1
General Laborer - Streets and Sanitation	42
General Superintendent	1
Hoisting Engineer	3
Inquiry Aide III	1
Motor Truck Driver	6
Painter	1
Pool Motor Truck Driver	13
Property Custodian - Auto Pound	1
Sanitation Clerk	3
Staff Assistant	1
Tree Trimmer	1
Ward Superintendent	2
<i>Department Total</i>	<u>90</u>

Department of Water Management

Accountant III	1
Accountant IV	2
Accounting Technician I	1
Accounting Technician II	1

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Administrative Assistant II	3
Administrative Assistant III	1
Administrative Services Officer I - Excluded	1
Assistant Chief Operating Engineer	3
Assistant Commissioner	5
Assistant District Superintendent	2
Assistant Foreman of Sewer Cleaning	4
Assistant to Commissioner	1
Bricklayer	3
Caulker	5
Cement Finisher	2
Chief Filtration Engineer	2
Chief Mason Inspector	1
Chief Timekeeper - Laborer	1
Civil Engineer II	2
Civil Engineer III	1
Civil Engineer IV	1
Clerk IV	1
Construction Laborer	9
Construction Laborer Sub-Foreman	34
Contracts Coordinator	1
Coordinating Engineer I	1
Coordinating Engineer II	1
Deck Hand	1
Deputy Commissioner	1
Director of Water Quality Surveillance	1
District Clerk	1
District Superintendent of Water Distribution	3
Electrical Mechanic	11
Emergency Crew Dispatcher	10
Engineering Technician III	1
Engineering Technician IV	2
Engineering Technician VI	2
Filtration Engineer II	1
Filtration Engineer III	5
Filtration Engineer IV	2
Filtration Engineer V	3
Financial Analyst	1
Fiscal Administrator	1
Foreman of Bricklayers	1

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Foreman of Carpenters	1
Foreman of Construction Laborers	3
Foreman of Electrical Mechanics	2
Foreman of Hoisting Engineers	3
Foreman of Machinists	3
Foreman of Plumbers	1
Foreman of Water Pipe Construction	4
General Foreman of Electrical Mechanics	2
General Superintendent of Water Management	3
Hoisting Engineer	2
House Drain Inspector	2
Laborer as Estimator	2
Machinist	4
Manager of Systems Development	1
Manager of Warehouse Operations	1
Mason Inspector	3
Materials Dispatcher	1
Mechanical Engineer II	2
Mechanical Engineer V	1
Meter Services Analyst	1
Motor Truck Driver	43
Operating Engineer - Group A	13
Operating Engineer - Group C	6
Plumber	4
Plumbing Inspector	4
Plumbing Inspector - In Charge	1
Pool Motor Truck Driver	2
Principal Purchase Contract Administrator	1
Projects Administrator	1
Sanitary Engineer II	4
Sanitary Engineer III	2
Sewer Bricklayer	1
Staff Assistant	6
Station Laborer	3
Stationary Fireman	9
Steamfitter	6
Stores Laborer	1
Superintendent of Construction and Maintenance	1
Supervisor of Contracts	1
Supervisor of Personnel Administration	1

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*

(Excludes Police and Fire vacancies)

Watchman	1
Water Chemist II	5
Water Chemist III	2
Water Meter Assessor	3
Water Meter Machinist	6
Water Rate Taker	6
Water Research Specialist	1
<i>Department Total</i>	<u>313</u>

Mayor's Office for People with Disabilities

Disability Specialist II	1
<i>Department Total</i>	<u>1</u>

Office of Budget and Management

Assistant Budget Director	2
Asst Director Comp Ctr	1
Senior Budget Analyst	3
<i>Department Total</i>	<u>6</u>

Office of Emergency Management and Communications

Administrative Assistant III	2
Administrative Services Officer II	1
Aviation Communications Operator	8
Chief Data Base Analyst	1
Clerk IV (Timekeeper)	1
Communication Operations Manager	1
Communications Operator I - 3-1-1	7
Communications Operators II - 3-1-1	1
Crossing Guard	6
Crossing Guard - Per CBA	39
Deputy Director	2
Electrical Mechanic	3
Emergency Management Communications Officer	3
Fire Communications Operator I	4
Fire Communications Operator II	4
Foreman of Electrical Mechanics	1
Lineman	6
Lineman - Salaried	3
Manager of Emergency Management Services	1
Police Communications Operator I	29

LIST OF CURRENT VACANCIES IN THE 2018 BUDGET*
(Excludes Police and Fire vacancies)

Police Communications Operator II	9
Project Manager	5
Projects Administrator	1
Senior Emergency Management Coordinator	4
Shift Supervisor of Security Communications Center	4
Supervising Police Communications Operator	4
Supervising Traffic Control Aide	14
<i>Department Total</i>	<u>164</u>

Office of Inspector General

Associate General Counsel - IG	1
Compliance Officer	1
Forensic Audit Investigator	2
Forensic Data Analyst	1
Investigator III - IG	1
Performance Analyst	2
Public Relations Coordinator	1
<i>Department Total</i>	<u>9</u>

Office of the Mayor

Assistant Press Secretary	1
Assistant to Mayor	3
Deputy Director	1
Project Manager	1
Scheduler	1
<i>Department Total</i>	<u>7</u>

GRAND TOTAL 1699

***Note that any vacancy report can change on a daily basis. This report includes new positions for 2018, positions that may have been audited and are pending posting, and positions that could be in the midst of the hiring process i.e. the vacancy has been posted, interviews have been conducted for the vacancy and/or the department is just waiting on fingerprinting, background check or a start date.**

(As of 10/26/17)



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-15

The attached information is in response to questions posed at our department's hearing on October 23rd to discuss the proposed 2018 budget.

Alderman Moore asked for an analysis of the combined annual impact of the Checkout Bag Tax, the Garbage Fee, and the 911 Surcharge, comparing it with the impact of a property tax increase of \$300,000,000. The alderman requested that the analysis examine the impact on an average homeowner, with "average" defined as a \$250,000 home.

The estimated annual impact of the three taxes and fees mentioned is \$241, while the estimated impact of the property tax increase is \$243. The difference is \$2.

Please find more detailed information attached.

As always, please let me know if you have any further questions.

Type	Rate	Fee Amount	Annual Amount
Garbage Fee	Monthly	\$9.50	\$114
Checkout Bag Tax*	Each bag	\$0.07	\$7.28
911 Surcharge Fee**	Monthly	\$5.00	\$120
TOTAL			\$241

*assumes 2 bags a week

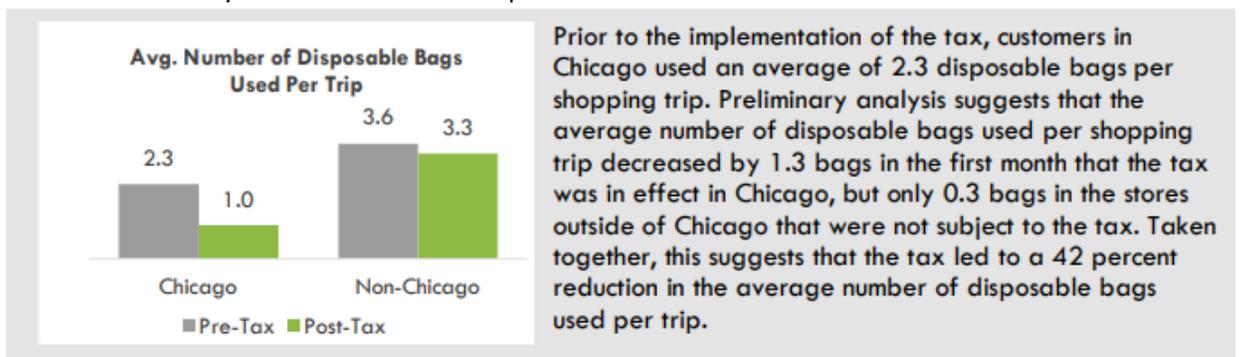
**assumes 2 person household, each with a phone

Garbage Fee

- Garbage Fee: Chicago residences receiving City-provided garbage collection services are charged a \$9.50 monthly fee per dwelling unit. City-provided garbage collection services are provided to single family homes and multi-family buildings with four units or fewer. Authorization: Municipal Code 7-28-235.
- Half of Chicago households (buildings with five dwelling units or more) pay for garbage collection service from a private provider.¹
- The City collected \$54.4 million from the Garbage Fee in 2016. This fee pays a small fraction of the annual cost for refuse collection and disposal which was \$220.8 million in 2016.

Checkout Bag Tax

- Checkout Bag Tax: A tax of \$.07 per bag tax on the retail sale or use of paper and plastic checkout bags in Chicago, of which retail merchants retain \$.02 and the remaining \$.05 is remitted to the City. Authorization: Municipal Code 3-50- 030.



- Based on the chart above, since the bag tax, a resident uses one bag a trip.² Assuming two trips to the grocery store a week, $2 \times 52 \times \$0.07 = \7.28

¹ <https://www.cityofchicago.org/city/en/depts/fin/provdrs/city-of-chicago-garbage-fee-webpage.html>

² https://www.cityofchicago.org/city/en/depts/mayor/press_room/press_releases/2017/april/BagUseReduction.html (http://www.ideas42.org/wp-content/uploads/2017/04/Bag-tax-results-memo-PUBLIC.FINAL_.pdf)

911 Surcharge Fee

- Emergency Telephone System Surcharge: A surcharge imposed on all billed subscribers of telecommunications services within the City of Chicago for the purpose of funding a portion of the maintenance and operation of the City’s emergency 911 system. The surcharge is \$3.90 per month for each network connection and wireless number, and a 9 percent tax on pre-paid wireless service. Authorization: Municipal Code 3-64-030, 7-50-020, and 7-51-030.
- The proposed fee is \$5.00 per month, up from \$3.90.

Property Tax Increase

Property Tax	Tax Rate	Tax Bill - \$250,000 home
2017 Estimate	7.570%	\$4,548
2017 Est. + \$300M Increase	7.975%	\$4,791
<i>Tax Bill Increase</i>		\$243

$\$300,000,000$ (the increase) / $\$74,238,731,569$ (2017 citywide EAV estimate) = 0.404% (tax rate for the increase)

$\$250,000$ market value home x 10% residential assessment level = $\$25,000$ Assessed Value (AV)

$\$25,000$ AV x 2.8032 (State Equalizer) = $\$70,080$ - $\$10,000$ Homeowner Exemption = $\$60,080$ Equalized Assessed Value (EAV)

$\$60,080$ EAV x 0.404% tax rate = $\$243$



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-16

The attached information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman King asked for a cost estimate for adding one aldermanic employee to each ward office.

The following cost estimate is for the first year of employment at an assumed salary of \$60,000 plus benefits. The cost of benefits are calculated using the preliminary 2018 fringe rate established by the Department of Finance, which includes, among other benefits, the following: health insurance, pension, unemployment insurance, Workers' Compensation, Social Security, and Medicare. The annual cost of employment will increase in subsequent years as the fringe rate and/or salary changes.

Cost per employee:

Salary	\$60,000
Fringe (41.73%)	<u>\$25,038</u>
Total cost	\$85,038

Cost of adding one employee in each ward:

Cost per employee	\$85,038
	<u>x 50 Wards</u>
Total cost	\$4,251,900

As always, please let me know if you have any further questions.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-17

The enclosed information is in response to questions posed at our department's hearing on October 23rd to discuss the proposed 2018 budget.

Alderman Lopez asked for a list of the City departments that have authority to issue administrative violations and the associated collective bargaining units for those employees that issue administrative violations. The enclosed includes that information as well as additional information on Alderman Lopez's proposal related to establishing administrative enforcement personnel in each ward to issue violations from multiple sections in the municipal code.

As always, please let me know if you have any further questions.

Enforcement Officers

Enforcement Officers: Hire 50 enforcement officers (one per ward) to issue violations across multiple departments and subject areas, including: Building code, use of the public way, parking regulations, residential or restricted parking violations, homeshare license violation, non-licensed food establishment violations, soliciting/begging violations, aggressive panhandling violations, music/amplified sound violations, street peddling, itinerant merchant license violations, secondhand dealer violations, etc.

Background

Currently, each city department with administrative enforcement responsibilities has assigned staff to enforce the Municipal Code and issue violations where required. The following departments have administrative enforcement responsibilities: Department of Streets and Sanitation (“DSS”), Chicago Department of Transportation (“CDOT”), Department of Business Affairs and Consumer Protection (“BACP”), Department of Buildings (“DOB”), Department of Finance (“DOF”), and Chicago Department of Public Health (“CDPH”). These departments enforce everything from Building Code violations and public way violations to public health violations and quality of life issues such as overflowing garbage cans. In most cases, enforcing the Code and issuing accurate violations requires significant experience and subject-matter expertise.

Also, current administrative enforcement employees are in multiple different unions, and the City would need to address any labor related issues as the proposed enforcement officers would be performing union work.

Implementation / Training

By way of example, current Parking Enforcement Aides (“PEAs”) receive between six and eight weeks of training, which includes two weeks of classroom training and four to six weeks of on the job training with senior PEAs and supervisors. Enforcement officers or inspectors in other departments typically require more than six weeks of training and/or have required years of service either in an apprenticeship program or on the job training. While PEAs receive six weeks of job training, Building inspectors for the City of Chicago require five years of experience in construction/engineering or an architectural or engineering degree before being able to apply to be a building inspector. Additionally, BACP inspectors receive approximately six months of training.

Using the minimal training requirements for PEAs and applying that training requirement across the multiple subject areas, it is estimated that training these enforcement officers would take approximately 30 weeks or over seven months, but given the current training and experience requirements for inspectors at BACP and DOB, it is likely that enforcement officers would spend more than seven months in training.

If this initiative were included in the 2018 budget, the earliest date of full deployment would be mid-2019 taking into consideration time to hire and training requirements.

Cost

Based on the average cost of a DSS Ward Superintendent, management costs, additional administrative support staff in the Department of Law and Department of Administrative Hearings (“DOAH”), training costs, equipment and technology upgrades, it is estimated that hiring these additional enforcement officers would cost \$7.7 million in personnel costs annually and at least \$2.5 million in non-personnel costs.

50 Enforcement Officers:

(Assumption: DSS Ward Superintendent entry salary: \$73,212)

\$73,212	(salary)
<u>\$30,551</u>	<u>(benefits, pension, etc.)</u>
\$103,763	
X 50	(# enforcement officers)
\$5,188,168	(initial employee costs)

Management/Supervisors:

(Assumption: DSS is divided into 8 sanitation divisions for supervision of operations)

\$73,212	(division sup salary)
<u>\$30,551</u>	<u>(benefits, pension, etc.)</u>
\$103,763	
X 8	(#supervisors)
\$830,104	(cost of supervisors)

Additional Department of Law Employees:

(Assumption: add 3 Assistant Corporation Counsels (“ACC”), 1(one) ACC Supervisor, and 5,000 Law Clerk hours for Collection, Ownership, and Administrative Litigation Division and 4 ACC and 3,000 Law Clerk hours for Prosecutions)

\$644,724	(Personnel Costs)
<u>\$209,843</u>	<u>(benefits, pension, etc.)</u>
\$854,567	

Additional DOAH Officers:

(Assumption: 1 building violation, 1 business, 5 sanitation, 5 parking tickets per day per enforcement officer)

98,769 hearings at \$63/hour=**\$856,480**

Note: While it is difficult to estimate the number of tickets issued and subsequently heard by the DOAH, personnel costs for DOAH are roughly estimated based on complexity and rate at which tickets are currently issued.

Non-Personnel and Equipment Costs:

- 58 Lease Vehicles + fuel: **\$487,200**
- Technology Upgrades: **\$2.0 million**
 - Based on projected cost for Mobile E-Ticket System (“METS”) utilized by DSS for enforcement and interfaces with multiple departments.
- Device Costs: **\$66,000**
- Additional Unknown Costs
 - DOAH Space
 - Lease Space for 60+ staff

- Printing, Mailing Costs

As it relates to equipment or technology costs, there would need to be significant technology and device upgrades to allow an individual to switch between writing a parking violation and a Building Code violation as each enforcing department has different interfaces and programs designed to match the violations each department is responsible for enforcing. Without technology upgrades, enforcement officers would need to carry as many five separate devices in order to issue violations across functions.

Revenue Impact

A specific revenue impact is difficult to determine as it will vary based on the type and number of tickets issued by these enforcement officers coupled with the level of violations that are dismissed by DOAH due to ticketing errors and other issues.

Legal Authority

While hiring additional enforcement officers is within the City's authority, certain labor and collective bargaining agreement ("CBA") considerations will need to be made to determine if enforcement officers are a covered position and which CBA covers these employees.

Current City of Chicago administrative enforcement personnel are members of AFCSME, SEIU or one of the over 30 trade unions in the Coalition of Union Public Employees (COUPE). By way of example, current City of Chicago administrative enforcement personnel are in the following unions:

- Parking Enforcement Aides -- Unit II – SEIU
- Sanitarian -- AFSCME
- Environmental Inspector -- AFSCME
- Building/Construction Inspector -- Carpenters – Inspectors Local 13
- Electrical Inspector -- Electrical Workers – Local 134
- Consumer investigator -- AFSCME



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-18

Alderman Lopez requested information on the purpose and eligible expenditures under the Urban Areas Security Initiative (UASI) grants.

The FY18 budget includes \$142.8 million in funding for the UASI grant, which includes \$97.8 million in carryover funds. The UASI grant assists high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. The UASI program is intended to provide financial assistance to address the unique multi-discipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist these areas in building and sustaining capabilities to prevent, protect against, mitigate, respond to, and recover from threats or acts of terrorism using the Whole Community approach.

Eligible activities implemented with UASI funds must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, mitigation of, response to or recovery from terrorism in order to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate the dual-use quality for any activities implemented that are not explicitly focused on terrorism preparedness.

Funding priorities are approved by the Urban Area Working Group (UAWG), which is the decision-making authority for the eligible projects and associated expenditures.

As always, please let me know if you have any further questions.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-19

The information below is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Raymond A. Lopez (15th Ward) asked how much is spent on its Corp Travel vendor and who gets the miles earned through travel.

In 2016, the City of Chicago spent a total of \$223,719.38 on travel costs. Of this total amount, \$213,432.35 was for fares and the remaining \$10,287.03 was for Corp Travel's processing fees.

Employees retain the miles earned through travel.

As always, please let me know if you have any further questions.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-21

This information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Zalewski asked for information on the total number of City employees in 2017, and the number recommended for 2018.

In 2017, the total City budget included 34,492 full-time equivalent positions. The 2018 budget recommendation includes 35,034 positions.

As always, please let me know if you have any further questions.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-22

The below information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Beale asked for a breakout of Ground Transportation Tax (GTT) revenue by taxis and rideshare companies.

The FY18 budget estimate for ground transportation tax is \$109 million, which assumes \$100 million from rideshare companies, \$5 million from the taxi industry, and \$4 million from other providers such as livery and buses.

As always, please let me know if you have any further questions.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-23

This information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Waguespack asked for information on number of Law Department employees working on property tax appeals and results of their work.

The Law Department currently has three attorneys handling property tax appeals. For Jan-Sept of this year, the Department has defeated \$17 million in property tax refund claims, preventing a shift in the property tax burden onto residential and small business property owners.

As always, please let me know if you have any further questions.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-25

The attached information is in response to questions posed at our department's hearing on 10/23/2017 to discuss the proposed 2018 budget.

Alderman Tunney of the 44th Ward asked for an overview of the City's Emerald Ash Borer (EAB Program).

- The emerald ash borer (EAB), an exotic beetle from Asia, was discovered in Michigan in 2002.
 - EAB larvae feed under the bark of the Ash tree, killing branches and entire trees.
 - EAB has killed hundreds of millions ash trees in the United States and Canada.
- In 2013, the City began a plan to inoculate its Ash trees against the EAB.
 - Ash trees comprised approximately 16% of the City's street tree population at 75,000 trees.
 - Coupled with the estimated 240,000 Ash trees on private property, Ash trees are one of the most numerous trees in the City.
 - In 2013 and 2014, DSS hired and trained 26 seasonal General Laborers to implement a multi-year plan to combat the EAB and manage the Ash trees in City parkways.
 - Crews inject Ash trees between April and October with an insecticide, Emamectin Benzoate, to slow the progression of the insect and manage tree mortality.

- This chemical has proven effective in killing 99 percent of EAB insects within a tree and provides protection against the beetle for up-to three (3) years.
- After evaluating the condition of the ash trees, crews treated 37,829 Ash trees in 2013, and 23,658 Ash trees in 2014 for a 2-year total of 61,487 Ash trees.
 - The remaining ash trees were determined to be untreatable due to condition.
 - Average cost to inoculate a tree is \$46, compared with \$1,000 for removal and replacement.
- In 2015, Ash trees were not retreated as the 3 year treatment cycle had not yet ended. The focus on the program was planting new trees to replace trees lost to EAB.
 - DSS planted a total of 5,414 trees.
- As part of ongoing EAB management, in 2016 crews resumed the process of assessing the health of the 61,487 Ash street trees to determine whether to continue treating each tree or to remove it.
- Crews evaluated and treated approximately 25,000 Ash trees in 2016.

EAB Performance Inoculations

Type	2013	2014	2015	2016	2017 EST	2016 – 2017	2016 vs. 2017 % Change
EAB Inoculations	37,829	23,658	N/A	25,012	7,700	-14,300	-65%

- Due to seasonal hiring lags, in 2017 DSS did not assess and inoculate its expected 31,000 trees.
- While 2018 is supposed to be an off year, it will be used to assess and inoculate the remaining 2017 trees.
- In 2018, \$1.7M in funding located in Finance General has been budgeted to purchase/plant new trees.
- In 2018, Forestry and OBM will re-assess the City’s current process of inoculations.
 - Dates of inoculations, cost-benefit-analysis of inoculating ash trees vs. a removal program, etc.

As always, please let me know if you have any further questions.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-26

The attached information is in response to questions posed at our department's hearing on October 23, 2017 to discuss the proposed 2018 budget.

Alderman Lopez asked the department for a list of business licenses, liquor licenses and building permit fees and the last time the fees were increased. The information is listed below.

License and Permit	Fee Amount	2016 Revenue	Last Time Increase
Building Permits	Varies	\$43.5M	2015
Electrical Contractor's License	\$35 or \$70	\$33k	2011
Boiler Erector License	\$130	\$1k	2011
Crane Operator's License	\$100	\$200k	2015
Plumbers License	\$15 - \$179	\$53k	1992
Stationary Engineer License	\$15+	\$157k	1992
General Contractor's Licenses	\$300-\$2000	\$2.9M	2016
Liquor Licenses	\$1100-\$6000	\$12.2M	2004
Accessory Garage	\$19.80 per 300sq ft	\$112k	2004

Parking Garage	\$19.80 per 300 sq ft	\$1.1M	2004
Retail Food	\$660 - \$1,100	\$4.3M	2004
Wholesale Food Establishment	\$660	\$208k	2004
Manufacturing	\$275	\$138k	2004
Limited Business	\$250	\$3.2M	Prior to 2004
Children's Services License	\$165	\$79	2004
Animal Care License	\$275	\$46k	2004
Public Place Of Amusement	\$770 - \$13,200	\$597k	2004
Performing Arts Venue	\$110+	\$5k	2004
Indoor Special Event	\$100/day	\$6k	2016
Explosives	\$500	\$5k	Prior to 2004
Filling Station	\$220 plus \$.12 per tank capacity	\$797k	2004
Special Event Food	\$75 - \$500	\$74k	2015
Caterer's Liquor License	\$4,400	\$362k	2004
Caterer's Registration - Liquor	\$6,600	\$59k	2004
Massage Establishment	\$550	\$87k	2004
Pawnbroker	\$5,280	\$253k	2004
Secondhand Dealer (No Valuable Objects)	\$1,100	\$67k	2004
Raffles	\$100	\$42k	Prior to 2004
Secondhand Dealer (Includes Valuable Objects)	\$1,100	\$75k	2004
Retail Tobacco Over The Counter	\$500+	\$1.2M	After 2012
Tobacco Dealer - Whole Sale	\$1,100	\$26k	2004
Valet Parking License	\$600	\$282k	2011
Regulated Business License	\$250	\$1.1M	2012
Mobile Food Licenses	\$100-\$1000	\$89K	After 2012
Peddler License	\$100	\$84k	2012
Itinerant Merchant	\$25 - \$150	\$143k	2015
Motor Vehicle Services License	\$240	\$188k	2007
Food - Shared Kitchen Licenses	\$40-\$660	\$48k	2011
Bicycle Messenger	\$70	\$1k	2010
Pedicab License	\$250	\$42k	2014
Transportation Network Providers (Rideshare)	\$10,000+	\$1.1M	2015
Ambulance License	\$600	\$181k	2000



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 20, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-27

The attached information is in response to a written request from Alderman Smith concerning the proposed 2018 budget.

Office of Budget and Management:

Please provide the upcoming Schedule of pension payments for each of our pension plans for 2018, 2019, and 2020. Please indicate the source of each of these payments.

Page 173 of the 2018 Budget Overview book outlines the budgeted 2018 pension contributions by source:

Funding Sources - FY2018	MEABF	LABF	FABF	PABF
Property Tax Levy	\$119,406,000	\$11,070,000	\$223,116,000	\$546,622,000
Library Property Tax Levy	\$5,300,000			
Water-Sewer Utility Tax	\$64,116,000			
Corporate Fund	\$81,271,000	\$19,753,000		
Water Fund	\$24,451,000	\$7,684,000		
Sewer Fund	\$6,968,000	\$5,779,000		
Midway Fund	\$5,028,000	\$698,000	\$3,226,000	\$2,538,000
O'Hare Fund	\$23,678,000	\$3,016,000	\$12,157,000	\$7,840,000
Library Fund	\$3,141,000			
Emergency Communication	\$10,641,000			
Total	\$344,000,000	\$48,000,000	\$238,499,000	\$557,000,000

The Pension section of the 2017 Annual Financial Analysis outlines projected pension contributions for future years by pension fund. <https://chicago.github.io/afa-2017/Pensions/>

Chief Financial Officer:

An analysis of what meter closings are paid by the city, and which are paid by private entities:

The City pays for closures involving work pursuant to a contract with the city or other governmental entity.

All private construction companies pay lost meter revenue for taking paid parking out of service.

9-68-050 Temporary disabling or removal of parking meters.

- (a) In the event that one or more parking meters or metered spaces must be temporarily removed or are otherwise rendered unusable in order to accommodate properly permitted work in or affecting the public way, the permittee shall pay a monthly surcharge per meter or, in the case of meters serving multiple spaces, per metered space, based upon the maximum utilization of a comparable meter in a comparable parking meter area multiplied by the applicable rate in effect for such removed or unusable meter or metered space during the entire time that the meter or metered

space is disabled or removed. For meters serving multiple spaces, every linear increment of 20 feet shall be considered a metered space.

(b) The surcharge imposed by this section shall not apply where the permittee is performing construction work pursuant to a contract with the city or other governmental entity or to any person (or such person's designee) acting pursuant to a concession agreement approved by the city council for the operation, maintenance, improvement installation and removal of, and collection of fees from, certain designated parking meters that are the subject of the concession agreement.

Testimony indicated that, at least in some cases, the city is assuming the cost of meter closings for film productions.

The City cannot charge for lost meter revenue under the current ordinance for film productions or special events. (Only private construction projects, see ordinance language above).

Please also provide a detailed explanation of testimony at budget hearings that indicated that the true-up was larger because of decreased utilization and rates.

The City Council has not raised rates in the last five years.

Please detail how much of the true-up was due to each of these factors, and provide statistics concerning utilization since the parking meter contract was renegotiated.

Please see detail in attached true up spreadsheet.

Office of Budget and Management:

Testimony stated that the CTA has suffered decreases in ridership this year. Please detail this statement, and provide information about which stations showed the highest decreases in ridership.

CTA has experienced a decrease in ridership that corresponds to growth in the rideshare industry. However, evidence to the cause is anecdotal. Please reach out to CTA for more information.

Overall level of debt: Please explain progress that has been made in reducing borrowing for non-long term items, such as back pay, judgments, short lived capital expenditures, etc. The total long term indebtedness of the City continues to grow as our population shrinks. Please provide your strategy for reducing the overall level of debt carried by our city.

Attached are details on the total indebtedness by budget year. The City has made a concerted effort to move items historically paid for with bonds but that could be considered operating expenses into the operating budget. Also attached is a list of those items no longer paid for with bond proceeds.

Judgments – Please detail the total amount the City has paid in legal judgments and settlements for 2011, 2012, 2013, 2014, 2015 and 2016, and detail the source of funds for the payments. What steps has the City taken to reduce the amount of funds that are borrowed to pay settlements and judgments?

The below table shows the amount spent on settlements and judgements from 2011-2016, including the source of funds.

Year	Bond	Corporate	Enterprise	Total
2011	\$56,099,634	\$24,024,195	\$847,892	\$80,971,721
2012	\$112,318,751	\$74,261,586	\$1,193,386	\$187,773,723
2013	\$137,970,571	\$58,726,722	\$946,366	\$197,643,659
2014	\$58,525,779	\$37,289,314	\$11,218,722	\$107,033,815
2015	\$102,359,487	\$47,976,043	\$4,473,945	\$154,809,475
2016	NA	\$112,078,218	\$3,514,166	\$115,592,384

As outlined in the City’s Annual Financial Analysis, the City utilizes a combination of general funds, enterprise funds, and bonds to pay expenses related to settlements and judgments. Expenses are paid using available monies in the fund in which the liability occurred. At the end of the fiscal year if the expenses exceed the budget, additional operating funds are identified to pay a portion of these expenses and the excess amounts are paid using bonds, if necessary.

The City experiences a high variance in the amount of settlements and judgments for which it is liable from year to year depending on the volume and nature of claims, as well as uncertainty around when those claims are settled and paid out. This makes it difficult to accurately predict the total expense for any given year.

Streets and Sanitation:

Please provide the number of recycling cans marked as contaminated in my ward, compared with those marked as contaminated in other districts.

Please see the attached chart identifying the number of contaminated carts by ward and by service area.

Forestry:

Please provide the source of funds for tree plantings in the city (other than from TIF) \$8 million from water fees paid for trees.

Please see the attached chart of funding sources for tree planting.

CDOT:

Please provide the total amount of funds recovered from vendors in road construction.

Please see the attached list of opening and degradation fees in the 43rd Ward.

Please provide a list of the loading zones in my ward, as well as a list of outstanding bills.

Please see the attached list of private benefits signs in the 43rd Ward.

As always, please let me know if you have any further questions.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 20, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-28

The attached information is in response to questions posed by Alderman Smith in her letter dated October 25, 2017 to discuss the proposed 2018 budget, and specifically employee absenteeism.

Alderman Smith's questions have been reprinted below (in bold); each is followed by a response.

- 1. The Chicago Fire Department reported during budget hearings that it has been fully transitioned to the City's CATA system and electronic swiping. I asked Commissioner Santiago during budget hearings to provide absenteeism and overtime information, and he said that it could be provided. Since the Fire Department is in the CATA system, the absenteeism statistics from the Fire Department should be included in the quarterly reports from now on. Please provide me with the statistics from the Fire Department.**

Response: Please find as an attachment, the requested absenteeism statistics for the Chicago Fire Department. The Fire Department's lost time rates will be published on the public absenteeism dashboard starting with the third quarter 2017 report (scheduled for publication in December 2017).

- 2. You reported that the Chicago Police Department will not be brought into the swiping system and CATA until mid-2019. Please provide me with information detailing the reason for the one-year delay from the 2016 progress report.**

Response: After completing an evaluation of current Police Department time keeping processes, it became apparent that we would not meet the target implementation date as noted in the Task Force's report due to the complexities of labor agreement pay provisions and the number of employees that must be enrolled in the system. While full implementation will not be completed

until mid-2019, the Department of Finance and the Police Department have made incremental progress in implementing the City's automated system. In the short time since the contract for an implementation consultant was approved over the summer, all employees assigned to Public Safety Headquarters (both sworn and civilian) have started to swipe as of November 1, 2017. Planning for the districts and specialized units to swipe is also moving forward in order to ensure a full and successful transition to the City's automated timekeeping system by mid-2019.

3. The public dashboard you provided reported decreases in absenteeism. While this is very welcome news, I would like you explain the reasons. Are you aware of specific departments that have implemented new procedures or increased discipline? Is some of the reduction caused by coding changes? How much of the reduction is due to the removal of hours by seasonal workers and call-in drivers?

Response: 'Overt absenteeism' was the priority established by the Absenteeism Task Force and this has been the primary, though not exclusive, focus of the Workforce Management Group. From 2014 through 2016, overt absenteeism, which includes all categories of unexcused absences, was reduced by over 20%. Other absence categories have also seen declines, most notably 'leave of absence,' 'disability & medical leave,' and 'other excused absences'.

The reported decrease in overt absenteeism is the result of multiple factors. In September 2016, a revised CATA Guide provided clarification on existing time and attendance rules which has resulted in a more uniform and consistent use of timekeeping codes. The Workforce Management Group also initiated regular meetings with departments to review absenteeism trends and to discuss viable remedies for addressing employee absenteeism, including the use of progressive discipline when warranted. These initiatives, along with an enhanced focus on employee absenteeism in general, have resulted in reduced lost time rates. While some departments have updated internal processes to better track and discipline employees in a more timely fashion, the City's time and attendance policies have not changed. As such, the reduction can largely be attributed to better enforcement of existing policies by department managers.

The reduction in the 'medical and disability leave' category could be the result of several factors, including better case management by the Committee on Finance in managing Workers' Compensation claims and/or enhanced workplace safety programs administered by the Department of Fleet and Facility Management and implemented by the infrastructure departments. Leaves of absences are cyclical; as such, we cannot at this time attribute the reduction to any single factor.

The reduction in the 'other excused absence' category can also be attributed to the work of the Workforce Management Group in clarifying policies, primarily with the 'absence excused' and 'executive release' codes. Department managers have in turn enacted better controls to vet when these types of excused absences are or are not warranted.

The removal of hours associated with call-in drivers and seasonal workers had a minimal impact on the overall reduction in absenteeism hours. These hours were only associated with the 'Other Excused Absence' category. While the posted data for 2014 and 2015 includes this time, it has been removed from 2016 and subsequent data points. The total lost time rate for the 'Other Excused Absence' category was 1.0% in 2014 and 0.9% in 2015; the rate in 2016 after the noted hours were removed was 0.6%. While this 0.3% reduction cannot be entirely attributed to the removal of the noted hours, it was a factor for the reduction of absenteeism in this category along with the other factors aforementioned.

4. **Plases provide the chart in a spreadsheet, as I would like to understand the numeric differences in the types of absenteeism by department.**

Response: Please find as an attachment, a summary of lost time rates for each absence category by department for 2014 through the second quarter of 2017.

5. **The Task Force recommended expansion of absenteeism reports to including overt absenteeism, FMLA use and trends, sick leave use and trends, and other excused absences – when will this be done?**

Response: As reported in the September 2017 *Progress Report to the Workforce Committee*, OBM has made incremental improvements to the absenteeism reports. The current report provides a monthly summary of all categories of absenteeism (i.e. disability & medical leave, FMLA, Leave of Absence, Other Excused Absence, Overt Absenteeism, and Sick Leave-Paid). Additionally, employee-specific data is provided for all types of overt absenteeism. Recent improvements have included enhanced reporting on elements of excused absences, late arrivals and early departures, and both paid and unpaid sick leave.

6. **I understand that the new time and attendance policy was drafted, and was pleased to learn during budget hearings of the intense work done by the Working Management Group in creating the policy. However, the report, and testimony at budget hearings, states that implementation is delayed due to collective bargaining. It is my understanding that while the City may have an obligation to consult with the unions, employee policy and discipline is still the exclusive role of management. As the negotiations over these contracts could last well into 2019, if not beyond, please let me know when this policy will be implemented. According to the Task Force report, this policy was to have been implemented in Summer 2017.**

Response: The draft policy was distributed to the labor unions in May 2017 fulfilling our commitment to provide notification of policy changes and offering the opportunity to meet and discuss any concerns. Given the timing of the proposed policy change and the start of contract negotiations, the Law Department opted to provide a longer than required period of time for the unions to engage in conversations about the policy.

Our plan is to make the policy effective in April 2018, for all departments except the Police and Fire Departments. While we have already initiated planning, the formal three month transition period referenced in the September 2017 *Progress Report to the Workforce Committee* will begin on January 1, 2018 during which all departments will begin to update work rules and procedures and the City will provide training to all employees and supervisors.

7. **Commissioner Choi and her staff testified that a revised system of progressive discipline for absenteeism was included in the new time and attendance policy. When will it be implemented? It was to be implemented in Summer 2017. So long as the discipline for absenteeism remains being sent home, the problem will not be solved.**

Response: As reported in the September 2017 *Progress Report to the Workforce Committee*, the progressive discipline reforms will go into effect with the implementation of the new time and attendance policy. While the reformed policy includes a new 'Attendance Review' designation that when triggered proactively places an employee on notice and helps to ensure a more consistent and streamlined progression of discipline across City departments, the system of progressive discipline itself has not changed. As a result, egregious cases of absenteeism will still result in a series of suspensions without pay.

- 8. Commissioner Choi testified that a new FMLA policy has been implemented and that three trainings have been conducted. Please provide the details of the new policy and what steps have been taken to implement the policy by department.**

Response: The new FMLA Policy outlines the roles and responsibilities of department heads, HR Liaisons, supervisors and employees with respect to requesting and processing leave requests. The policy also provides detailed procedures on how requests should be handled, including the statutory time frames under which requests must be approved or denied. Finally, the new policy also includes detailed procedures that departments can utilize to help combat fraud and abuse in requesting or taking FMLA leave. Those procedures include a recertification process for employees who have patterns of absence that are inconsistent with the medical condition, and a process for how to authenticate medical certifications provided by health care providers to ensure that such certifications are valid and unaltered.

DHR has delivered two recent FMLA training sessions for HR Liaisons who are primarily responsible for processing FMLA requests for their respective departments. The training in 2016 was on FMLA forms and included 67 participants. The training in 2017 was on the FMLA policy and included 84 participants.

- 9. Commissioner Choi testified that a leave administrator to oversee FMLA compliance had been hired. When was this individual hired?**

Response: The Leave Administrator position that DHR created to fulfill this role was unionized before DHR was able to fill the position. Because we felt strongly that this role should not be unionized, DHR wanted to find a suitable title that would not be subject to a collective bargaining agreement. The title of Compliance Officer has been identified for this role and the position will be filled by the first quarter of 2018.

- 10. Supervisors training on time and attendance policies, expectations, reporting and discipline is recommended by the Task Force – when will this be prepared and implemented?**

Response: As reported in the September 2017 *Progress Report to the Workforce Committee*, the Workforce Management Group will be developing a comprehensive training program during late 2017/early 2018. The training will be delivered during the first quarter of 2018.

- 11. Employee training was to be available by April 2017 with a required completion date – Again, this seems to be stalled.**

Response: As reported in the September 2017 *Progress Report to the Workforce Committee*, the Workforce Management Group will be developing a comprehensive training program during late 2017/early 2018. The training will be delivered to all employees during the first half of 2018.

Department Lost Time Rates (2014 - 2017 Q2)

	2014 YR	2015 YR	2016 YR	2017 Q1	2017 Q2
ADMINISTRATIVE HEARINGS					
Disability & Medical Leave	0.7%	0.0%	0.0%		
FMLA	3.9%	2.3%	2.2%	3.8%	4.2%
Leave of Absence	0.1%	0.0%	0.0%		
Other Excused Absence	1.0%	1.0%	0.5%	0.6%	1.1%
Overt Absenteeism	0.5%	0.4%	0.3%	0.1%	0.5%
Sick Leave (Paid)	5.7%	4.6%	5.4%	5.0%	4.7%
ADMINISTRATIVE HEARINGS Total	11.8%	8.3%	8.3%	9.4%	10.5%
ANIMAL CARE AND CONTROL					
Disability & Medical Leave	0.5%	0.1%	0.4%	0.3%	0.1%
FMLA	0.3%	0.7%	1.4%	2.3%	2.2%
Leave of Absence	0.1%	0.0%	0.0%		
Other Excused Absence	0.8%	0.3%	1.0%	0.5%	0.3%
Overt Absenteeism	0.6%	0.4%	0.1%	0.9%	0.6%
Sick Leave (Paid)	3.7%	3.8%	3.7%	3.4%	2.5%
ANIMAL CARE AND CONTROL Total	6.0%	5.3%	6.5%	7.4%	5.7%
BACP					
Disability & Medical Leave	0.2%	0.0%	0.0%		
FMLA	0.3%	0.6%	0.7%	0.6%	1.4%
Leave of Absence	0.0%	0.0%	0.0%		
Other Excused Absence	0.8%	0.7%	0.6%	0.2%	0.2%
Overt Absenteeism	0.6%	0.4%	0.3%	0.1%	0.2%
Sick Leave (Paid)	4.9%	4.6%	4.7%	4.0%	4.0%
BACP Total	6.9%	6.2%	6.4%	4.8%	5.9%
BOARD OF ETHICS					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	0.0%	0.0%	0.0%		
Leave of Absence	0.0%	0.0%	0.0%		
Other Excused Absence	0.1%	0.5%	0.1%		0.2%
Overt Absenteeism	0.0%	0.0%	0.0%		
Sick Leave (Paid)	2.8%	3.6%	2.1%	3.5%	1.7%
BOARD OF ETHICS Total	3.0%	4.1%	2.2%	3.5%	1.9%
CDOT					
Disability & Medical Leave	3.6%	2.2%	1.0%	0.7%	0.7%
FMLA	1.0%	1.0%	0.4%	0.7%	0.9%
Leave of Absence	0.0%	0.1%	0.0%		
Other Excused Absence	0.7%	0.7%	0.6%	0.3%	0.4%
Overt Absenteeism	1.1%	1.0%	0.5%	0.4%	0.5%
Sick Leave (Paid)	2.0%	1.9%	2.7%	2.3%	1.6%
CDOT Total	8.5%	6.8%	5.2%	4.4%	4.0%
CHICAGO PUBLIC LIBRARY					
Disability & Medical Leave	0.3%	0.0%	0.2%	0.1%	0.1%
FMLA	0.3%	0.9%	0.5%	0.6%	0.6%
Leave of Absence	1.8%	0.0%	0.1%	0.1%	0.3%
Other Excused Absence	1.6%	1.4%	0.9%	0.8%	1.5%
Overt Absenteeism	0.6%	0.4%	0.2%	0.3%	0.4%
Sick Leave (Paid)	4.3%	3.8%	3.4%	3.5%	3.1%
CHICAGO PUBLIC LIBRARY Total	8.9%	6.4%	5.2%	5.3%	6.0%

Department Lost Time Rates (2014 - 2017 Q2)

	2014 YR	2015 YR	2016 YR	2017 Q1	2017 Q2
CITY CLERK					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	1.3%	0.4%	1.0%	0.4%	0.2%
Leave of Absence	0.0%	0.0%	0.0%	0.0%	
Other Excused Absence	0.6%	0.5%	0.4%	0.2%	0.2%
Overt Absenteeism	0.8%	0.5%	0.2%	0.3%	0.6%
Sick Leave (Paid)	4.0%	4.2%	3.9%	4.2%	3.3%
CITY CLERK Total	6.7%	5.6%	5.5%	5.1%	4.3%
CITY TREASURER					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	0.0%	0.2%	0.0%		
Leave of Absence	0.0%	0.0%	0.0%		
Other Excused Absence	1.9%	1.1%	0.7%	2.8%	0.9%
Overt Absenteeism	0.0%	0.1%	0.0%	0.8%	0.4%
Sick Leave (Paid)	4.3%	3.8%	3.5%	3.6%	3.2%
CITY TREASURER Total	6.3%	5.2%	4.2%	7.2%	4.5%
COMMISSION ON HUMAN RELATIONS					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	0.0%	0.0%	0.0%	0.9%	
Leave of Absence	0.0%	0.0%	0.0%		
Other Excused Absence	1.2%	0.7%	0.5%	0.6%	1.1%
Overt Absenteeism	0.0%	0.0%	-0.1%		
Sick Leave (Paid)	4.4%	4.1%	5.5%	3.9%	2.7%
COMMISSION ON HUMAN RELATIONS Total	5.6%	4.8%	5.9%	5.3%	3.8%
COPA					
Sick Leave (Paid)				1.2%	1.6%
COPA Total				1.2%	1.6%
DCASE					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	1.6%	0.4%	1.8%	0.0%	0.8%
Leave of Absence	0.0%	0.0%	0.0%		
Other Excused Absence	0.4%	0.2%	0.1%	0.0%	0.3%
Overt Absenteeism	0.0%	0.0%	0.0%		0.1%
Sick Leave (Paid)	3.9%	2.5%	0.6%	1.4%	0.5%
DCASE Total	5.9%	3.0%	2.5%	1.4%	1.6%
DEPARTMENT OF AVIATION					
Disability & Medical Leave	1.3%	0.8%	0.5%	0.4%	0.4%
FMLA	1.0%	0.9%	0.4%	0.6%	1.1%
Leave of Absence	0.5%	0.4%	0.5%	0.2%	0.1%
Other Excused Absence	0.6%	0.4%	0.5%	0.5%	0.8%
Overt Absenteeism	1.1%	1.1%	0.9%	0.5%	0.6%
Sick Leave (Paid)	1.7%	1.7%	1.8%	1.8%	2.1%
DEPARTMENT OF AVIATION Total	6.3%	5.3%	4.5%	3.9%	5.1%

Department Lost Time Rates (2014 - 2017 Q2)

	2014 YR	2015 YR	2016 YR	2017 Q1	2017 Q2
DEPARTMENT OF BUILDINGS					
Disability & Medical Leave	0.4%	0.3%	0.1%	0.2%	0.4%
FMLA	0.6%	1.0%	0.2%	0.6%	0.6%
Leave of Absence	0.6%	0.9%	0.3%	0.0%	0.0%
Other Excused Absence	0.8%	0.8%	0.7%	0.5%	0.6%
Overt Absenteeism	0.4%	0.2%	0.1%	0.2%	0.2%
Sick Leave (Paid)	4.6%	4.0%	4.0%	4.1%	4.1%
DEPARTMENT OF BUILDINGS Total	7.4%	7.2%	5.3%	5.5%	5.9%
DEPARTMENT OF HUMAN RESOURCES					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	1.0%	1.3%	0.8%	0.1%	1.2%
Leave of Absence	0.1%	0.0%	0.0%		
Other Excused Absence	4.4%	3.1%	3.5%	2.5%	2.5%
Overt Absenteeism	0.0%	0.0%	0.0%	0.0%	
Sick Leave (Paid)	4.4%	3.9%	3.6%	2.2%	2.1%
DEPARTMENT OF HUMAN RESOURCES Total	9.8%	8.3%	7.9%	4.8%	5.8%
DEPARTMENT OF LAW					
Disability & Medical Leave	0.0%	0.0%	0.0%	0.0%	0.0%
FMLA	0.1%	0.6%	1.0%	1.0%	1.3%
Leave of Absence	0.2%	0.1%	0.0%	0.2%	0.3%
Other Excused Absence	1.1%	0.8%	0.8%	0.7%	0.6%
Overt Absenteeism	0.1%	0.1%	0.0%	0.1%	0.0%
Sick Leave (Paid)	3.0%	2.6%	2.4%	2.9%	2.6%
DEPARTMENT OF LAW Total	4.6%	4.3%	4.2%	4.7%	4.8%
DEPARTMENT OF PUBLIC HEALTH					
Disability & Medical Leave	0.4%	0.4%	0.1%	0.1%	0.1%
FMLA	1.2%	1.4%	0.8%	1.0%	0.8%
Leave of Absence	0.8%	0.7%	0.2%	0.1%	0.0%
Other Excused Absence	1.5%	1.3%	1.1%	0.8%	1.3%
Overt Absenteeism	0.5%	0.3%	0.1%	0.1%	0.1%
Sick Leave (Paid)	5.3%	4.7%	4.4%	4.4%	4.0%
DEPARTMENT OF PUBLIC HEALTH Total	9.7%	8.8%	6.8%	6.3%	6.2%
DOIT					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	1.0%	0.4%	1.3%	1.0%	1.2%
Leave of Absence	0.0%	0.0%	0.2%		
Other Excused Absence	2.0%	1.7%	1.3%	0.6%	0.7%
Overt Absenteeism	0.1%	0.1%	0.6%	0.0%	0.0%
Sick Leave (Paid)	4.4%	4.3%	4.6%	4.0%	5.1%
DOIT Total	7.4%	6.6%	8.0%	5.6%	6.9%
FAMILY AND SUPPORT SERVICES					
Disability & Medical Leave	0.2%	0.1%	0.0%	0.0%	
FMLA	1.0%	0.8%	0.5%	0.6%	0.7%
Leave of Absence	0.1%	0.1%	0.4%	0.1%	
Other Excused Absence	3.0%	2.2%	1.4%	1.8%	1.3%
Overt Absenteeism	0.5%	0.4%	0.2%	0.1%	0.1%
Sick Leave (Paid)	3.2%	3.0%	2.7%	2.6%	2.6%
FAMILY AND SUPPORT SERVICES Total	8.0%	6.5%	5.1%	5.2%	4.6%

Department Lost Time Rates (2014 - 2017 Q2)

	2014 YR	2015 YR	2016 YR	2017 Q1	2017 Q2
FINANCE					
Disability & Medical Leave	1.6%	1.4%	0.8%	0.4%	0.7%
FMLA	1.9%	1.9%	2.0%	1.7%	1.4%
Leave of Absence	1.0%	0.8%	0.2%	0.2%	0.3%
Other Excused Absence	0.8%	0.8%	1.0%	0.7%	0.7%
Overt Absenteeism	1.0%	0.6%	0.5%	0.2%	0.5%
Sick Leave (Paid)	4.4%	4.0%	3.7%	3.7%	3.4%
FINANCE Total	10.7%	9.5%	8.3%	6.9%	7.0%
FLEET AND FACILITY MANAGEMENT					
Disability & Medical Leave	0.5%	1.0%	0.6%	0.4%	0.5%
FMLA	0.5%	0.4%	0.5%	0.6%	1.0%
Leave of Absence	0.0%	0.0%	0.0%		
Other Excused Absence	0.4%	0.4%	0.3%	0.4%	0.5%
Overt Absenteeism	0.3%	0.3%	0.1%	0.1%	0.2%
Sick Leave (Paid)	1.6%	1.4%	2.3%	2.1%	1.8%
FLEET AND FACILITY MANAGEMENT Total	3.2%	3.5%	3.7%	3.5%	4.0%
IPRA					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	0.5%	0.2%	0.5%		
Leave of Absence	0.4%	0.0%	0.0%		
Other Excused Absence	1.4%	3.0%	0.8%	1.0%	0.5%
Overt Absenteeism	0.2%	0.1%	0.0%		0.2%
Sick Leave (Paid)	5.7%	4.8%	4.9%	5.3%	
IPRA Total	8.1%	8.1%	6.2%	6.3%	0.6%
LICENSE APPEAL COMMISSION					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	0.0%	0.0%	0.0%		
Leave of Absence	0.0%	0.0%	0.0%		
Other Excused Absence	2.5%	0.3%	0.4%		
Overt Absenteeism	0.0%	0.0%	0.0%		
Sick Leave (Paid)	6.5%	5.8%	1.6%	3.1%	5.1%
LICENSE APPEAL COMMISSION Total	9.0%	6.0%	2.0%	3.1%	5.1%
MOPD					
Disability & Medical Leave	0.7%	0.7%	0.0%		
FMLA	1.0%	0.6%	0.4%	0.6%	4.3%
Leave of Absence	0.0%	0.0%	0.0%		
Other Excused Absence	2.7%	1.9%	1.8%	0.8%	2.2%
Overt Absenteeism	0.2%	0.3%	0.0%		
Sick Leave (Paid)	5.7%	5.3%	3.9%	4.2%	4.9%
MOPD Total	10.2%	8.8%	6.1%	5.6%	11.4%
OBM					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	0.2%	0.0%	0.0%		0.7%
Leave of Absence	0.0%	0.0%	0.0%		
Other Excused Absence	1.5%	0.7%	0.3%	0.3%	0.4%
Overt Absenteeism	0.0%	0.0%	0.0%	0.1%	0.0%
Sick Leave (Paid)	3.5%	3.3%	2.9%	3.7%	3.5%
OBM Total	5.1%	4.0%	3.2%	4.1%	4.5%

Department Lost Time Rates (2014 - 2017 Q2)

	2014 YR	2015 YR	2016 YR	2017 Q1	2017 Q2
OEMC					
Disability & Medical Leave	0.4%	0.4%	0.0%	0.0%	0.0%
FMLA	2.2%	2.8%	1.8%	1.6%	2.0%
Leave of Absence	0.6%	0.6%	0.3%	0.2%	0.1%
Other Excused Absence	0.8%	0.8%	0.4%	0.3%	0.4%
Overt Absenteeism	0.9%	0.8%	0.5%	0.4%	0.8%
Sick Leave (Paid)	3.5%	3.1%	2.0%	2.4%	2.1%
OEMC Total	8.2%	8.4%	5.1%	4.9%	5.4%
OFFICE OF THE MAYOR					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	0.4%	0.9%	0.0%		0.1%
Leave of Absence	0.1%	0.1%	0.0%		
Other Excused Absence	1.9%	2.1%	1.6%	3.4%	3.7%
Overt Absenteeism	0.3%	0.4%	0.0%		
Sick Leave (Paid)	2.1%	2.2%	2.4%	2.4%	1.9%
OFFICE OF THE MAYOR Total	4.8%	5.7%	4.1%	5.8%	5.7%
PLANNING AND DEVELOPMENT					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	0.8%	0.7%	0.4%	0.8%	0.9%
Leave of Absence	0.1%	0.2%	0.0%	0.2%	
Other Excused Absence	1.2%	1.1%	1.5%	0.7%	0.6%
Overt Absenteeism	0.4%	0.3%	0.2%	0.1%	0.0%
Sick Leave (Paid)	4.9%	4.4%	4.2%	3.9%	3.9%
PLANNING AND DEVELOPMENT Total	7.4%	6.8%	6.2%	5.6%	5.4%
PROCUREMENT SERVICES					
Disability & Medical Leave	0.0%	0.0%	0.0%		
FMLA	2.0%	0.5%	1.2%	1.0%	0.9%
Leave of Absence	0.0%	0.0%	0.0%		
Other Excused Absence	2.3%	2.9%	3.3%	0.3%	0.3%
Overt Absenteeism	0.2%	0.0%	0.0%	0.1%	0.0%
Sick Leave (Paid)	5.2%	4.3%	4.9%	4.5%	4.1%
PROCUREMENT SERVICES Total	9.7%	7.7%	9.4%	5.8%	5.3%
STREETS AND SANITATION					
Disability & Medical Leave	0.2%	0.1%	0.1%	0.2%	0.1%
FMLA	0.4%	0.5%	0.3%	0.4%	0.8%
Leave of Absence	0.1%	0.0%	0.0%	0.1%	0.1%
Other Excused Absence	1.1%	1.2%	2.5%	0.4%	0.5%
Overt Absenteeism	0.9%	1.0%	0.5%	0.6%	0.8%
Sick Leave (Paid)	1.8%	1.8%	2.9%	3.1%	1.6%
STREETS AND SANITATION Total	4.6%	4.5%	6.2%	4.8%	3.9%
WATER MANAGEMENT					
Disability & Medical Leave	2.4%	0.8%	0.9%	0.4%	0.5%
FMLA	0.8%	0.6%	0.3%	0.3%	0.6%
Leave of Absence	0.5%	0.1%	0.2%	0.1%	0.2%
Other Excused Absence	0.9%	0.8%	0.9%	0.6%	0.6%
Overt Absenteeism	1.3%	1.1%	0.6%	0.5%	0.5%
Sick Leave (Paid)	1.1%	1.0%	1.1%	1.1%	1.0%
WATER MANAGEMENT Total	6.9%	4.4%	4.0%	3.0%	3.4%

Department Lost Time Rates
Chicago Fire Department, 2017 Q2

Lost Time Rate Department	Category	2017 April	2017 May	2017 June
59 - FIRE	Disability & Medical Leave	3.2%	2.7%	2.4%
	FMLA	0.0%	0.0%	0.0%
	Leave of Absence	0.0%	0.0%	0.0%
	Overt Absenteeism	0.0%	0.0%	0.0%
	Other Excused Absence	0.3%	0.2%	0.2%
	Sick Leave (Paid)	0.1%	0.1%	0.1%
		3.6%	3.1%	2.7%



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 25, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: F-03

The attached information is in response to questions posed at the Finance Committee hearing on November 13, 2017 to discuss the proposed 2018 Revenue Ordinance.

Alderman Reilly asked how much revenue is lost by changing the capacity for live cultural performances from 750 to 1,500.

The 2018 Revenue Ordinance proposes an elimination of the amusement tax on live cultural performances in venues with a capacity of 1,500 or less and charging a 9% tax on all venues with a capacity greater than 1,500 for live cultural and all other types of amusements (e.g. sporting events, movies, bowling, etc.). Ticket resales for live cultural performances would be charged a 3% amusement tax rate on tickets that were subjected to the 9% amusement tax on the initial sale. These changes are designed to eliminate the bifurcated amusement tax structure currently in place to better align the City's cultural, theatrical and musical performance goals.

The following chart illustrates the proposed revenue changes. In 2017, we expect to collect \$166M from the amusement tax, of which approximately \$24.5M is from the 5% tax. In 2018, we expect to collect \$181.8M from the amusement tax with \$15.8M in additional revenue due to creating tax parity between sporting events and live cultural events in venues with a capacity of 1,500 or more.

	2017 Year End Estimate	2018 Budget
Revenue from 5% Tax Live cultural performances with 750 capacity or less	\$24.5M	\$0
Revenue from 9% Tax Live cultural performances with capacity of greater than 750, plus all other amusements)	\$141.5M	\$181.8M

As always, please let me know if you have any further questions.



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 14, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: F-5

The attached information is in response to questions posed at the Finance and Budget Committee hearings on November 13th to discuss the proposed 2018 budget.

Alderman Garza asked for an updated map of the Safe Route Passage locations for her ward.

OBM has confirmed with CPS that there are two schools that have Safe Route Passages that are in the 10th ward.

- Burnham Elementary, 9928 S. Crandon Ave., located in the 7th ward, has a Safe Routes Passage in the 10th ward along S. Torrence Ave. and along E. 98th St.
- Bowen High School, 2710 E. 89th St., also located in the 7th ward, has a Safe Routes Passage in the 10th ward along S. Commercial Ave., E. 87th St., E. 88th St., and E. 89th St.

Please find attached maps of the routes for each of the schools. Also, CPS maintains a list and interactive locator here:

<https://cps.edu/ScriptLibrary/Map-SchoolLocator/index.html>

<http://cps.edu/Pages/safepassage.aspx>

As always, please let me know if you have any further questions.

Wards & Schools with Safe Route Passage

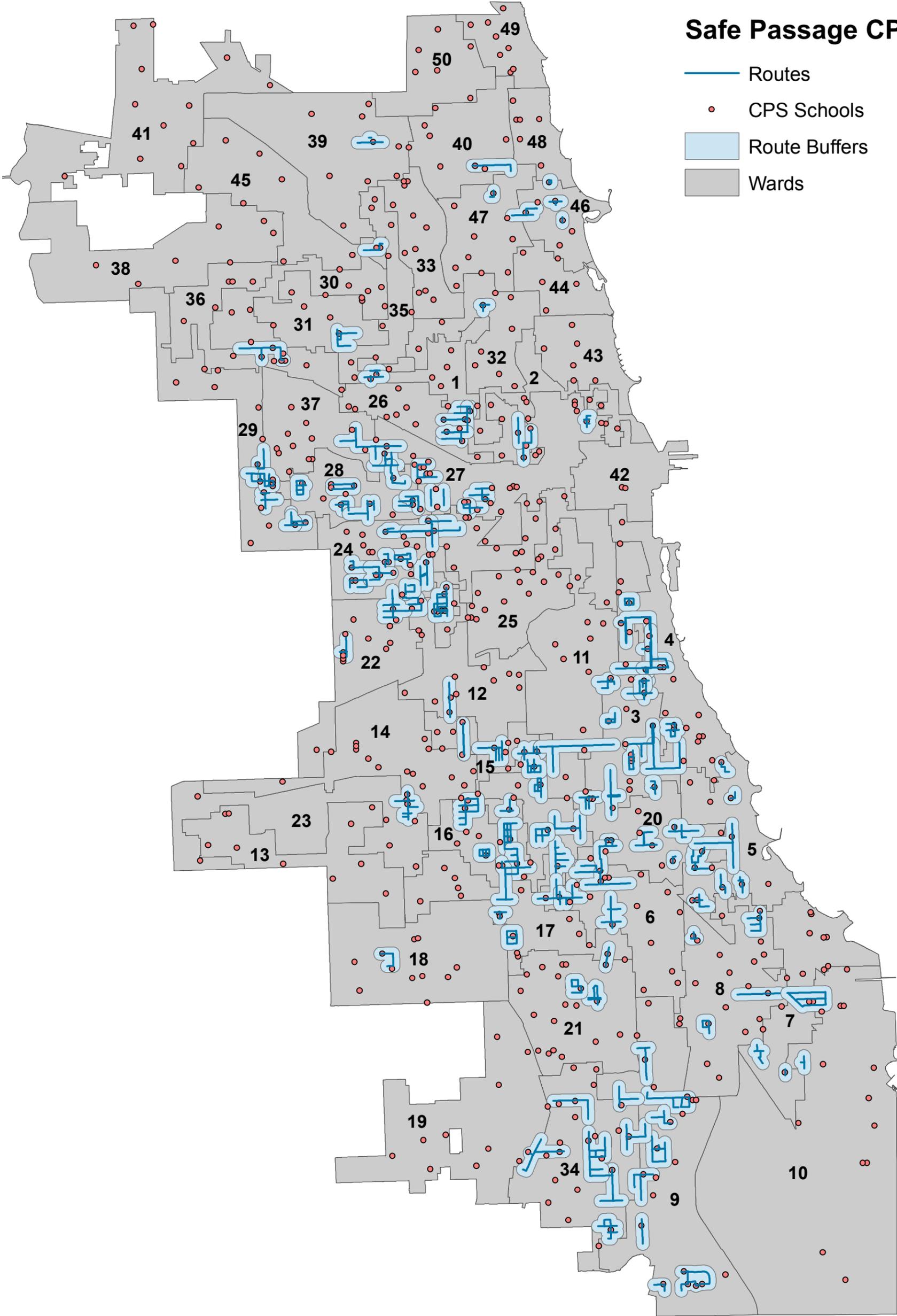
1	CLEMENTE HS DIEGO MCAULIFFE OTIS WELLS HS
2	OTIS WELLS HS
3	AIR FORCE HS BRONZEVILLE HS BURKE CHICAGO MILITARY HS DRAKE DUNBAR HS DYETT ARTS HS GRAHAM,R HS HENDRICKS MOLLISON PERSHING PHILLIPS HS SHERWOOD TILDEN HS URBAN PREP CHTR BRONZEVILLE WELLS, I WOODSON
4	BURKE CHICAGO MILITARY HS DRAKE DUNBAR HS DYETT ARTS HS KENWOOD HS PERSHING PHILLIPS HS URBAN PREP CHTR BRONZEVILLE WOODSON
5	HARTE HYDE PARK HS PARKSIDE REVERE SOUTH SHORE WADSWORTH
6	BASS BOND HARVARD MAYS ROBESON HS WENTWORTH
7	BOWEN HS BURNHAM SOUTH SHORE INTL HS
8	CHICAGO VOCATIONAL HS CORLISS HS HIRSCH HS SOUTH SHORE INTL HS WASHINGTON H
9	ALDRIDGE/CARVER/CICS-BOND/CICS-HAWKINS/DUBOIS BROOKS HS CORLISS HS CULLEN CURTIS HARLAN HS HUGHES, L LAVIZZO METCALFE OWENS
10	BOWEN HS BURNHAM
11	AIR FORCE HS DUNBAR HS TILDEN HS

12	BACK OF THE YARDS HS FARRAGUT HS KELLY HS SPRY ES/ SPRY HS/TELPOCHCALLI/SAUCEDO/HAMMOND
14	GAGE PARK HS HERNANDEZ/ SANDOVAL/ SOLORIO HS
15	BACK OF THE YARDS HS EARLE GAGE PARK HS HAMLINE / CHAVEZ HARPER HS HENDERSON LINDBLOM HS OTOOLE SHIELDS SHIELDS MIDDLE
16	BASS CLAREMONT EARLE GAGE PARK HS HARPER HS LANGFORD LINDBLOM HS NICHOLSON TECH ACAD OTOOLE RICHARDS HS WENTWORTH
17	BARTON BASS OTOOLE RANDOLPH SIMEON HS WENTWORTH
18	BARTON BOGAN HS
19	MORGAN PARK HS
20	DULLES FISKE HAMLINE / CHAVEZ HOPE PREP HS HYDE PARK HS LIBBY MAYS NICHOLSON TECH ACAD RICHARDS HS ROBESON HS SHERWOOD TEAM HS TILDEN HS TILL WADSWORTH
21	GRESHAM RYDER SIMEON HS
22	CARDENAS/ CASTELLANOS FARRAGUT HS MULTICULTURAL ACAD SCHOLARSHIP
23	HERNANDEZ/ SANDOVAL/ SOLORIO HS
24	CARDENAS/ CASTELLANOS CROWN FARRAGUT HS GREGORY HERZL HUGHES, C JOHNSON LAWNDALE MANLEY HS MASON PENN SPRY ES/ SPRY HS/TELPOCHCALLI/SAUCEDO/HAMMOND

26	CHI ARTS CHOPIN CLEMENTE HS DIEGO MARINE ACAD AT AMES MCAULIFFE
27	CATHER CRANE HS DETT JENNER JENSEN MORTON ORR HS OTIS PHOENIX MILITARY ACAD RABY HS WARD, L
28	AUSTIN POLY HS CATHER CLARK HS FARADAY GREGORY HEFFERAN JENSEN LELAND MANLEY HS MARSHALL HS MELODY MORTON RABY HS SPENCER TECH ACAD TILTON
29	AUSTIN POLY HS CLARK HS DE PRIEST DOUGLASS HS ELLINGTON LELAND
30	NORTHWEST
31	KELVYN PARK HS
32	ALCOTT PREP HS
34	CURTIS FENGER HS HALEY HUGHES, L JULIAN HS LAVIZZO METCALFE MORGAN PARK HS
36	NORTHWEST
37	AUSTIN POLY HS DOUGLASS HS ELLINGTON ORR HS WARD, L
39	NORTHSIDE LEARNING HS
40	CHAPPELL
45	MARSHALL, T
46	BRENNEMANN COURTENAY MCCUTCHEON UPLIFT HS
47	COURTENAY MCPHERSON
48	MCCUTCHEON

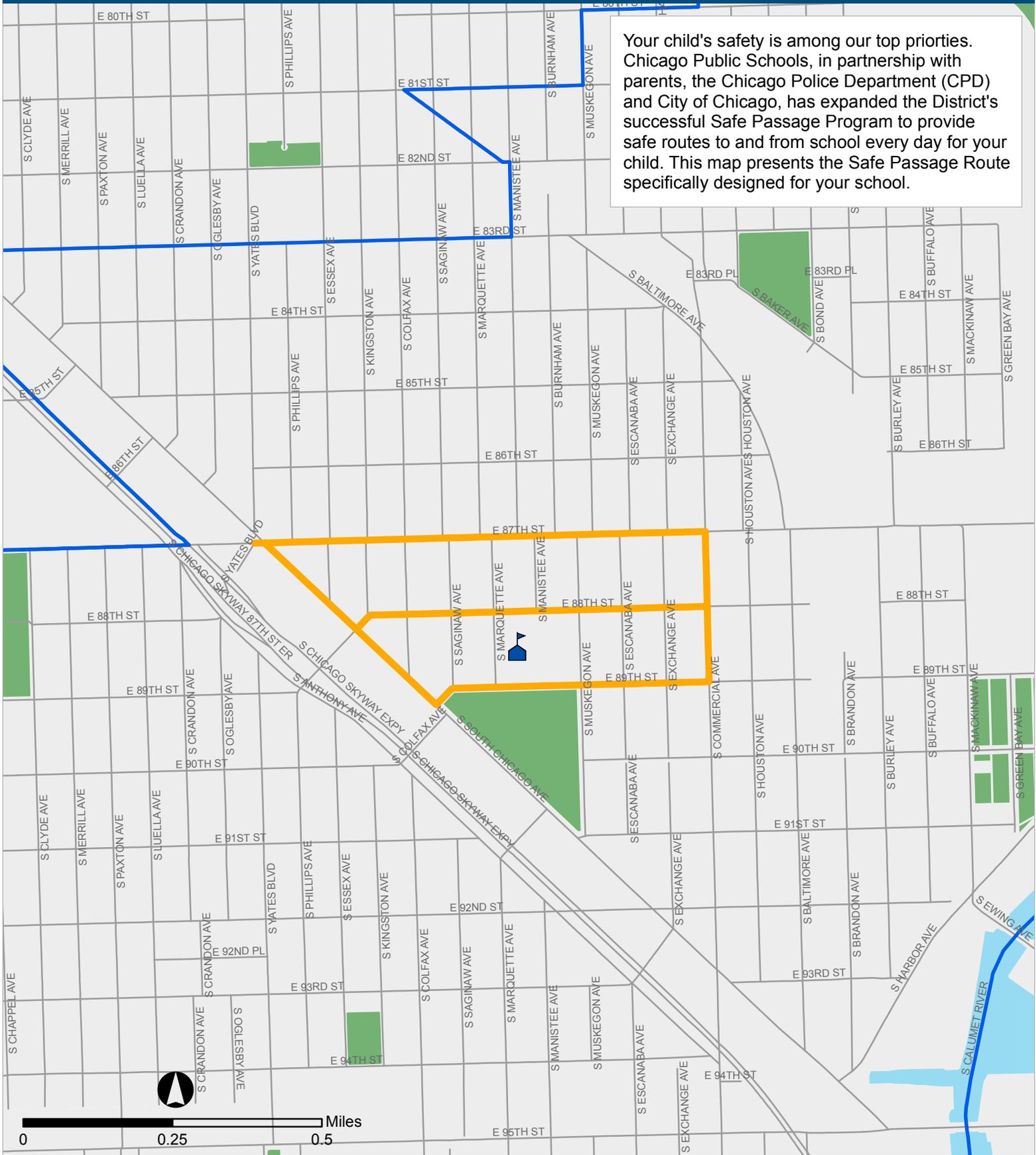
Safe Passage CPS Schools

- Routes
- CPS Schools
- Route Buffers
- Wards



SAFE PASSAGE ROUTES: BOWEN HS

Your child's safety is among our top priorities. Chicago Public Schools, in partnership with parents, the Chicago Police Department (CPD) and City of Chicago, has expanded the District's successful Safe Passage Program to provide safe routes to and from school every day for your child. This map presents the Safe Passage Route specifically designed for your school.



— Safe Passage Route

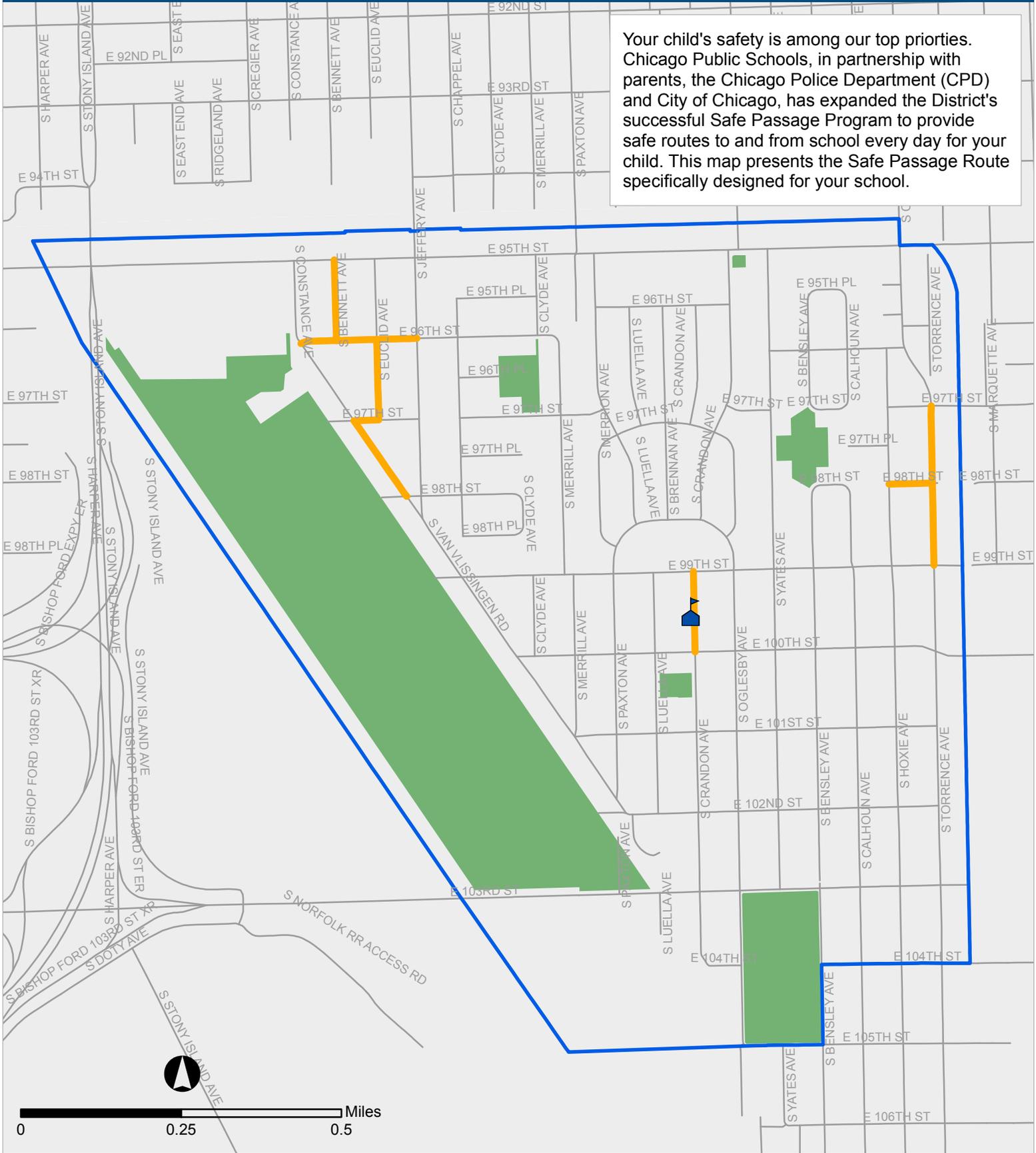
▭ Attendance Boundary

🏠 School Location

■ Park

SAFE PASSAGE ROUTES: BURNHAM

Your child's safety is among our top priorities. Chicago Public Schools, in partnership with parents, the Chicago Police Department (CPD) and City of Chicago, has expanded the District's successful Safe Passage Program to provide safe routes to and from school every day for your child. This map presents the Safe Passage Route specifically designed for your school.



-  Safe Passage Route
-  School Location

-  Attendance Boundary
-  Park



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha S. Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 14, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: B-2

The attached information is in response to questions posed at our department's hearing on November 13, 2017 to discuss the proposed 2018 budget.

Alderman Ervin asked for information concerning parking meter revenue and true-up costs and projected rate escalations.

The Chief Financial Officer provided the following information in response:

	Meter and Permit Revenue	True Up Payment	Annual Percentage Adjustment (APA)	APA Cost
2013 – 2014	\$3,986,658	\$6,520,992	1.50%	APA Costs estimated at \$1.5M
2014 – 2015	\$3,885,719	\$6,224,903	1.70%	APA Costs estimated at \$3.49M
2015 – 2016	\$4,359,115	\$10,276,116	0.20%	APA Costs estimated at \$3.9M
2016 – 2017	\$5,354,271	\$17,213,281	1.10%	APA Costs estimated at 5.13 M
2017 – 2018*	\$7,128,067	Approx. \$20M	1.90%	TBD

* as of 9/30/2017



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Samantha Fields
Budget Director
Office of Budget and Management

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: **November 17, 2017**

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: B-3

The attached information is in response to questions posed at the hearing on November 13, 2017 to discuss items related to the proposed 2018 budget.

Alderman David Moore asked for a breakdown of how the CTA expends funds the City transfers to them from MFT.

The City, through the attached state legislation, Section 4.10 of the Regional Transportation Authority Act, 70 ILCS 3615/1.01, et seq., is required to transfer \$3,000,000 to the CTA each year, and the CTA is obligated to spend the funds they receive in accordance to the MFT guidelines.

Also, attached you will find the 2017 IGA that illustrates the agreement between the CTA, County, and City.

As always, please let me know if you have any further questions.

SPECIAL DISTRICTS
(70 ILCS 3615/) Regional Transportation Authority Act.

(70 ILCS 3615/4.10) (from Ch. 111 2/3, par. 704.10)

Sec. 4.10. Agreements with the Chicago Transit Authority. The Authority shall not for any fiscal year of the Authority release to the Chicago Transit Authority any funds except for the proceeds of taxes imposed by the Authority under Sections 4.03 and 4.03.1 which are allocated to the Chicago Transit Authority under Section 4.01(d) unless a unit or units of local government in Cook County (other than the Chicago Transit Authority) enters or enter into an agreement with the Chicago Transit Authority to make a monetary contribution for such year of at least \$5,000,000 for public transportation.

Except as otherwise provided in this Section, the Authority shall not for any fiscal year of the Authority release to the Chicago Transit Authority any funds except for the proceeds of taxes imposed by the Authority under Sections 4.03 and 4.03.1 which are allocated to the Chicago Transit Authority under Section 4.01(d) unless the County of Cook and City of Chicago continue to provide services to the Chicago Transit Authority at the same level and on the same basis as are being provided by such units as of the effective date of this Act. The Authority may from time to time approve reductions in the level and basis of services to be provided pursuant to this Section.

(Source: P.A. 83-886.)

INTERGOVERNMENTAL AGREEMENT

This agreement is made as of this 1st day of Nov., 2017, by and among the Chicago Transit Authority, a municipal corporation of the State of Illinois that was established pursuant to the Metropolitan Transit Authority Act, 70 ILCS 3605/1, et seq. (the "Authority"), the City of Chicago, an Illinois municipal corporation, acting by and through its Department of Finance (the "City"), and the County of Cook, an Illinois body corporate and politic (the "County").

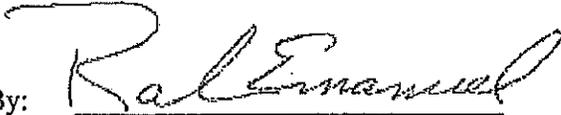
Witnesseth

1. The City hereby agrees that, prior to December 31, 2017, and pursuant to an ordinance of the City Council of the City passed on November 9, 2016 and recorded in the Journal of Proceedings of the City Council for that date at pages 36316 through 36319 thereof, it shall contribute to the Authority, for the Authority's public transportation purposes, the amount of Three Million Dollars (\$3,000,000) (the "City Contribution") from the City's allotment of State of Illinois ("Illinois") motor fuel tax funds.
2. The County hereby agrees that, prior to December 31, 2017, and pursuant to authority granted by the County Board of Commissioners on December 14, 2016, it shall contribute to the Authority, for the Authority's public transportation purposes, the amount of Two Million Dollars (\$2,000,000) (the "County Contribution") from the County's allotment of Illinois motor fuel tax funds.
3. The Authority hereby agrees that, pursuant to an ordinance of the Chicago Transit Board passed on September 15, 2010, it has the authority to accept the City Contribution and the County Contribution.
4. The Authority hereby agrees to use the City Contribution and the County Contribution for its public transportation purposes as set forth in Section 4.10 of the Regional Transportation Authority Act, 70 ILCS 3615/4.10.
5. The Authority agrees that, if Illinois audits or otherwise questions the City or the County in connection with the City Contribution or the County Contribution, the City and the County shall each have the right to audit or question the Authority to the same extent thereof.
6. The Authority agrees to indemnify the City and the County from and against repayment losses, if any, to the extent Illinois requires the repayment to it of all or any part of the City Contribution or the County Contribution.
7. This agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement.

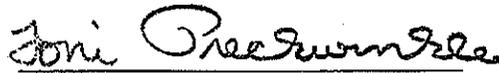
8. The Authority, the City and the County agree to cooperate fully with one another in the implementation of this agreement.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized officers, have executed this agreement on the date first referenced above.

City of Chicago, an Illinois municipal corporation, acting by and through its Mayor

By: 
Rahm Emanuel
Mayor

County of Cook, an Illinois body corporate and politic

By: 
Toni R. Preckwinkle
President

Chicago Transit Authority, a municipal corporation of the State of Illinois that was established pursuant to the Metropolitan Transit Authority Act, 70 ILCS 3606/1, et seq.

By: 
Terry Peterson
Chairman

Approved as to form:


Assistant State's Attorney